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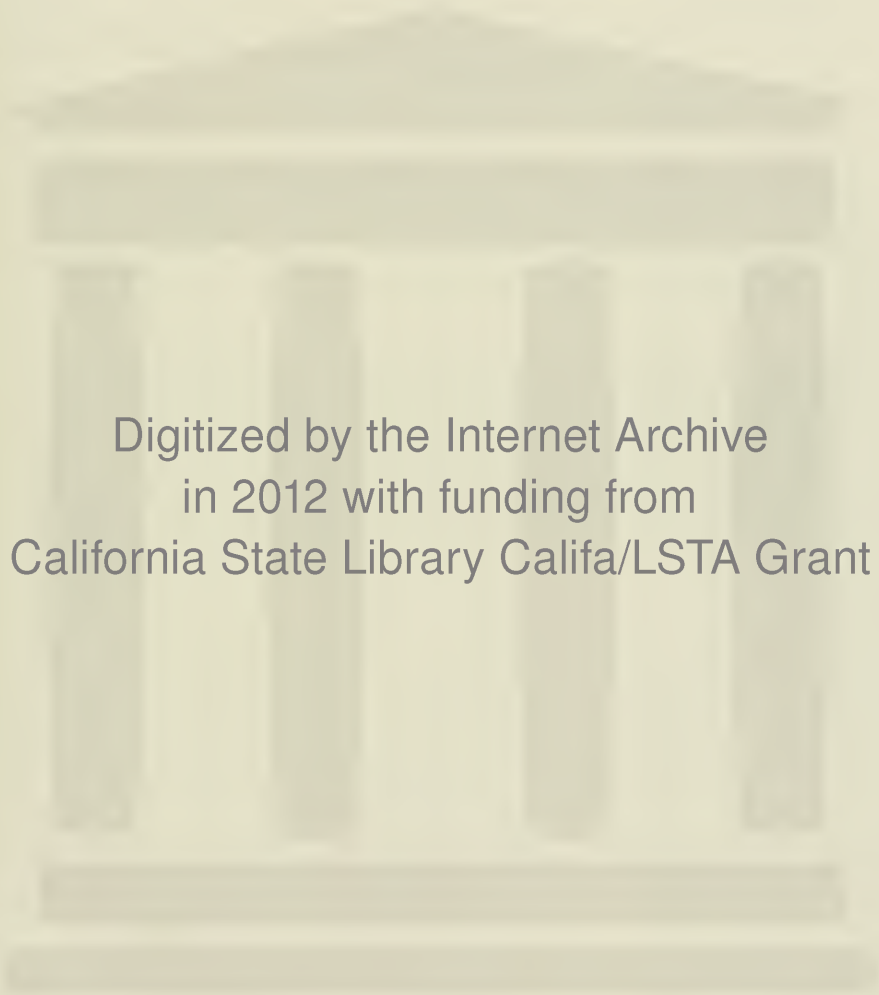

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VI. a.

MINUTES
POLICY COMMITTEE
11/17/99

Present: Ramona Benson, Carrie Dipman, David Overturf, Caudia Muschietly, Gene Coleman, Barrie Grenell, Darryl Chan, Kate Durham, Jenny Friedenbach, Paige Sayle, Bonita Davenport, Deven Richardson, George Smith

1. Introductions

2. Kate handed out one page summary of the agreements made at the 11/8 local board meeting regarding the 2000 McKinney renewals. Barrie clarified that in Rec#1, the operating line item was not included in the 25% match requirement. This will allow the CBO's more flexibility. Other revisions to the recommendations were noted, and the summary will be presented and votes will be taken at the 12/13 local board meeting.

3. In Rec #2, there was discussion and concern regarding "site control" as it relates to new housing projects. Bonita cautioned, that if a project is awarded a housing grant and eventually does not gain site control in the specified time, then the funding reverts back to HUD. This issue does not lend a favorable application from the city if past projects were never implemented. This has happened in the past with other projects. It was suggested that the definition and implications of "site control" be explained at the bidders conference. It should be made very clear that new housing project gain site control "within one year".

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Local Board Policy Committee Meeting
December 20, 1999
MINUTES

Present: Rita Semel, Deven Richardson, Carrie Dipman, Barrie Grenell, George Smith

Rita convened the meeting at 11:00 a.m.

Most of the discussion focused on developing a plan to update the Continuum of Care Plan. Rita suggested that we look at the existing document and assign sections to different local board members. There could be workgroups with local board members assigned to address specific categories. Each section could gather a group of individuals to provide expertise in the specific area. We should explore funding to possibly hire a consultant to provide technical assistance and help facilitate the community process in updating the Continuum of Care. HOMEBASE has offered to lend their expertise to help the city develop the new CoC. The local board needs to get clarification of the role of the board as stated in the HUD McKinney legislation.

The group recommends the local board develop specific criteria to measure cultural competency and disability issues for the review panel of the 2000 McKinney renewal projects.

A meeting with local board members to develop these criteria for cultural competency and disability issue is scheduled for Wednesday December 29, 1999, 12:00 p.m. – 1:30 p.m. at 25 Van Ness, suite 720.

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MINUTES OF THE LOCAL HOMELESS BOARD POLICY SUBCOMMITTEE MEETING

Thursday, January 27, 2000, noon
25 Van Ness Ave, Room 720, San Francisco, CA 94102

1) Call to order

The regular meeting of the funding subcommittee was called to order by Co-chair Rita Semel at 12:19 PM

Present: Rita Semel, Johanna Keeley, George Smith, Carrie Dipman, Bonita Davenport, Eugene Coleman, Barri Grenall, Yulitza Peraza, Sam Cobbs, Michael Bennett, Jennifer Grant

2) Structure of Subcommittees

It was noted that it is unclear as to which Board member serves on which subcommittee. Sign up sheets will be circulated at next Local Board meeting.

Two structures for subcommittees were offered, developed from the retreat. A general concern was with four subcommittees, it meant more work and more meetings for everyone. With fewer committees, maybe the attendance would be better and more consistent. It was reviewed that the Steering Committee does require attendance from the chairs of the other subcommittees. This is stated in the by-laws. It was suggested to review both options bullet by bullet to review and refresh.

A suggestion was then offered by Bonita that the Board might consider developing a body or system for grievances developed from the outreach and focus groups. Bonita said this issue is up right now. Questions as to whether this would be ok with HUD and McKinney. Discussion tended to believe it was fine; we could develop whatever we wanted and present it to HUD. Previously, we haven't included grievance policy or procedure in McKinney. For clarification, the Board does not have the ability to shut any program down; although grievance could certainly lower the ranking of an agency.

Question as to whether we are talking about individual client grievance or a process by which agencies could grieve their ranking in the McKinney. George pointed out that adding this to the list of subcommittee priorities could open a huge issue because some people may have grievances about the Board itself and/or conflict of interest issues.

It was pointed out that this discussion was really a subsection of the Continuum of Care planning process and it was agreed to place in it under both subcommittee structures and to place it on the next agenda meeting for further discussion. It is an important issue and need to be explored more fully.

Discussion continued for the adoption Option 1 or 2 for subcommittee structure. The group was asked for further comment or clarification before voting. Johanna pointed out that no matter which Option was chosen, the update of the Continuum of Care plan must be a priority and all subcommittee work should focus on that. It was agreed that this will go into effect immediately and we will need the full cooperation of all members, as well as new members to do the work. It was agreed to add one more bullet; to create the infrastructure for carrying out the Continuum of Care plan.

Rita called for a vote; **Option 2 passed unanimously** and Johanna will make amendments and have it on the agenda for a vote for whole membership at next Local Board meeting.

3.) McKinney process

The Nofa should be out for McKinney 2000 soon. Bonita then asked Mayors Office to officially recommend Michael Bennett for his work in doing the community focus groups for 99 McKinney. It was officially proposed, seconded and passed. George says he'll take care of it. McKinney must be completely redone this year because of the reality of the 6.1 million that we can expect. The message needs to be this is a completely new process and procedure, due to the reality of the funding. The priorities have already been established so the point is we don't need community input as to priorities but we do need to inform community and providers what the financial reality is.

Bonita suggested we divorce the community meetings from the McKinney process. This was further modified into a proposal from Jennifer that the Local Board, "sponsor a variety of community meetings over the next six month for the revision of the Continuum of Care and to solicit and give information from and to the community". George suggested the timeline.

This was seconded and **passed the subcommittee unanimously**. It will be placed on agenda of 2/14 for a vote at the Local Board meeting.

A second resolution to sponsor a public meeting with McKinney 2000 renewal projects to gather and disseminate information and feedback was withdrawn. It was withdrawn because it was pointed out that this could be accomplished at the bidders conference. George expressed the hope that the Local Board could lead throughout this McKinney project and inform providers of the limited funding realities and what options were available.

Barri requested that the Board then rank the priorities for this years RFP. According to HUD, the following needs to be ranked:

1. Meets minimum requirements
2. Address priority (permanent housing)
3. Program design, operation (for renewal) and evaluation
4. Linkages to permanent housing
5. Agency capacity (Evaluation, diversified)
6. Cultural competency
7. Disabled access, etc
8. Participation of homeless people/clients (targeted population) combine with #6.
9. Budget cost and effectiveness

Barri distributed cultural competency narrative and disability narrative. The message MUST go out to providers that late applications will not be accepted. This is another indication of the reality of the McKinney 2000.

We probably want a technical review for #6 & 7, maybe 9.

The Board began to loosely rank the projects to add up to 100%.

At the close of the meeting, it looked this way:

1. Not to get points. Just yes or no. 2. No points assigned 3. 20%. 4. 20%. 5. 10%.6&8. 20%. 7. 10%. 9. 20%

The subcommittee had then run out of time and agreed on **SPECIAL MEETING TO CONSIDER RANKING FOR McKinney 2000 for February 7, 2000 3 PM at 25 Van Ness, Room 750. Regular meeting time established at 4 Thursday of the month, February 24, 2000 at noon at 25 Van Ness Room 720.**

4.) The subcommittee voted unanimously to recommend opposition to Prop E. at the next Local Board meeting. Meeting adjourned at 2:10 PM.

Minutes recorded by Johanna Keeley, Special Assistant to Mayor's Office on Homelessness

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SAN FRANCISCO LOCAL HOMELESS BOARD

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Local Homeless Board Policy Committee Meeting
Special Meeting
February 7, 2000, 3 PM
25 Van Ness Ave, Room 750
AGENDA

I. **Proposed action:** For McKinney 2000 RFP Process, rating standard needs to be established for projects.

II. Adjournment

too late to post

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LOCAL HOMELESS BOARD
MINUTES OF THE POLICY SUBCOMMITTEE MEETING
Monday, February 7, 2000, 3 PM
25 Van Ness Ave, Room 750, San Francisco, CA 94102

1) Call to order
The special meeting of the funding subcommittee was called to order by Co-chair Rita Semel at 3:14 PM

Present: Rita Semel, Johanna Keeley, George Smith, Carrie Dipman, Bonita Davenport, Barri Grenall, Jennifer Grant, Laura Ware

2) Rating Standard for McKinney 2000 RFP
Barri brought a draft of the Bidder's Conference for the subcommittee to review. It was reviewed that the current member list of Local Board is correct and that members will stay on unless they resign, are reappointed or are replaced.
What followed was a review of proposal scoring. It was noted that it was helpful to have 2 members present, Jennifer and Laura, who have been through process before.
The first question was if the Board wished for separate committees for **cultural and disability** review or one panel with expertise in all areas?
A technical team might be helpful in this process. Discussion was that people preferred one panel but acknowledged it may difficult to find people with that level of expertise. All panel members will need training on how to read cultural competency and disability sections.
Agency capacity was then addressed. The first item is what is the minimum amount of dollars for training staff and what was ideal. A follow up question was offered if dollar amount spent per staff on training was the best indicator? It was generally agreed on an amount of 150 for training per staff. Other factors under agency capacity that were discussed included: Is agency stable? What is staff development? How long has agency been in operation? How long has program been in operation? Fiscal strength needs to be addressed by such questions as "Can agency survive a cut? Can the program? What amount of public funds in budget? What is fundraising plan, both for agency and for program? What is the long-range plan? How are you training staff to be part of fundraising efforts?
It was suggested to combine agency capacity with budget for 30 points. A suggestion was made to maybe remove cost effectiveness as a number? If we do include cost effectiveness, we will have to specifically define.
A discussion followed as to the number of cost per unit of services and what that number exactly tells someone about the 'cost-effectiveness' of a program. Feedback from previous years was that CPU number was not helpful. If we don't use a number, then we have narrative and that's very hard to score, involving readers creating their own charts, etc. The bottom line question that we are trying to get at is: what does each client get? How much bang for the buck?
All agreed to using the CPU with some explanation. We will need to answer the following:
1. Is budget sufficient to do what it's supposed to do?
2. What other direct services/benefits do clients get?
What is the % of HUD money, what are the other sources?

Discussion about whether we need fiscal information about agency or just program? It was decided that we would need the plan for both agency and program, now and for the future to accurately gauge the programs stability.
Priority panel was then addressed. There were some complaints from last year that some of the participants felt isolated from the larger picture. It had been done with panel members first reading the proposals, broken into service components, then debating the scores in small groups, selecting a team leader and presenting the information to everyone. It was a negotiated score with everyone having to read, score and discuss.
Could the priority panel process be improved? Decided to leave it the way it is, as it is the only logical way to get through all the proposals in a timely manner. The members should try and keep the broader picture in mind. We have few Board members without conflicts and will need to seek members for the priority panel ASAP. Bonita to get a copy of the application to Johanna, who will distribute at next Local Board meeting.
Organizing the Bidder's Conference will begin in earnest when the NOFA is released.
The application this year, as last year, will be on disc and must be stressed that **applicants must complete application to be considered.**

Local Board meeting. Meeting adjourned at 5 PM.
Next Policy Meeting Thursday, February 21, 2000, noon, 25 Van Ness, Room 720.
Minutes recorded by Johanna Keeley, Special Assistant to Mayor's Office on Homelessness

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

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Local Homeless Coordinating Board Policy/Funding Committee Meeting
Special Meeting
February 22, 2000, 2 PM
25 Van Ness Ave, **Room 330B**
AGENDA

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I. **For discussion only:** Recommendations from the McKinney Technical Team*
   A. What are the criteria behind recommendations and does the Local Board support this?
   B. How does this effect Local Board prioritization of permanent housing?

II. **Proposed action:** Does permanent housing remain the top priority from the Local Board for McKinney 2000?

III. **For discussion only:** Definitions of agency capacity and budget.*
   A. How does this effect the individual program writing application?
   B. How does this effect training of prioritization panel?
   C. What information is Board seeking to know in items #5 and #6 and how can this information be most effectively used? Eg: Quality of service

IV. **For discussion only:** Mayor's Office on Housing Notice of Funds Available

*Attachments.

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MEMORANDUM

DATE: February 14, 2000

TO: San Francisco Local Board

FROM: McKinney Technical Assistance Team

RE: Recommendations re the 1999 McKinney Renewal Projects

The McKinney Technical Assistance Team, comprised of representatives from the Department of Human Services. the Department of Public Health, the Mayor's Office on Homelessness, the Mayor's Office of Housing, and the Department of Children, Youth and their Families, met in January and worked with the 16 renewal projects that wer not funded by HUD in the 1999 application to develop a set of recommendations regarding their funding status.

The proposed strategies for each of the 16 renewal projects are detailed in the attachment. In summary, the McKinne Technical Assistance Team is recommending the following:

1. Seek grant extensions from HUD for seven of the 16 renewal projects, and include these seven projects in the McKinney 2000 application. All seven projects have unexpended federal dollars left in their grant that can only be used if the City seeks grant extensions for these projects and includes them in the 2000 application. The one year total for the seven projects to be added onto the 2000 application is $1,487,474. The seven projects include:
   - Ashbury House $386,739
   - CHEFS $165,042
   - Cameo House $360,921
   - Dolores Hotel $345,856
   - Seismic Retrofit $ 45,065
   - THC $ 49,802
   - Epis.Follow-up $134,049

     TOTAL $1,487,474

2. Give high priority in the McKinney 2000 application to those 1999 renewals that have a capital investment, eithe through HUD or through the City. These projects include: Ashbury House, Cameo House, and the Dolores Hote

3. Do not seek grant extensions for the remaining nine projects, but instead identify other federal or local funding sources to continue the services, re-think the service design and fund through other sources, or allow the services to cease.

4. Continue to work with the Mayor's Office to develop other federal strategies to sustain the local Continuum of Care.

MCKINNEY: 1999 UNFUNDED RENEWAL STRATEGY

	Sponsor	*Program*	*Proposed Strategy*
7	Arriba Juntos	Proyecto Apoyo	No grant extension, funded through other federal or local resources. DHS has included this project in a proposal to DOL as a collaborative pilot for Workforce Investment Act funding. DHS has also included this project in the FY 2000-2001 budget and we are looking at applying FSET dollars to continue the services.
8	Progress Foundation	Ashbury House	Grant extension until 3/1/01, reapply in 2000 application,use local and unexpended HUD money to keep operational until grant is renewed
9	DPH/WAC	Res. S.A. for Women	After grant expires services will continue with other federal or local resources
10	ECS	CHEFS	Grant extension until 3/1/01, reapply in 2000 application,use local and unexpended HUD money to keep operational until grant is renewed. This project was also included in the proposal to DOL and is also being considered for FSET dollars. The project sponsor is also seeking funding through the private sector to continue the program.
11	NCSL	Trans.hsg for ex-offending women	Grant extension until 3/1/01, reapply in 2000 application,use local and unexpended HUD money to keep operational until grant is renewed
12	DPH-Conard	Dolores Hotel, transitional hsg.	Grant extension until 3/1/01, reapply in 2000 application,use local and unexpended HUD money to keep operational until grant is renewed. NCSL has applied to MOH for funds to puchase
13	CCHH	Employment services	No grant extension, funded through other federal or local resources. DHS has included this project in the proposal to DOL and in the 2000-01 budget. DHS is also pursuing FSET funding.
14	DPH	Outpatient S.A. tx for women	After grant expires, funding for this collaborative will cease. HPP portion of the grant will be covered through local funds.

15	Swords	Trans.hsg CCR/TI	No grant extension, funded through other federal or local resources. Swords will be moving the transitional housing program to Treasure Island. Funding to continue the services will come from the VA and from TIHDI through 4/01.
16	Seismic Retrofit Cons.	Employment services	Grant extension until 3/1/01 to use unexpended McKinney dollars and reapply for McKinney 2000. Sponsor is also seeking other sources of funding to continue project if not renewed through McKinney.
17	Conard	Rep Payee	No grant extension, not reapplying for McKinney. DHS has included in the 00-01 budget as part of a package to expand rep. payee services.
18	CATS	Safe Haven for Men	The HUD grant will expire. DPH and DHS are currently analyzing options for reconfiguring services and funding for this site.
19	Sword	Vets discharged from hospitals	No grant extension. Swords is trying to get this service component funded through CMHS under the Single Standard of Care. There is also a federal strategy through the Mayor's Office to secure funds to continue services targeting homeless veterans.
20	Compass	Family follow-up	No grant extension. DHS is working with DCYF and Compass to continue funding in FY 99-00. DHS has included this project in the 00-01 budget.
21	THC	M.H. case management	Grant extension until 3/1/01 to use unexpended McKinney dollars and reapply for McKinney 2000. DHS is working with sponsor to possibly incorporate these services through new initiatives to expand the master lease program in 00-01.
22	ECS	Shelter follow-up	Grant extension until 3/1/01 to use unexpended McKinney dollars and reapply for McKinney 2000. DHS is working with sponsor to possibly incorporate these services as part of the emergency shelter re-design in 00-01.

Proposal Scoring

Sponsor:_____

Project Title:_____

Name of person scoring this proposal:_____

Is the application complete? Yes ❒ No ❒

If it is not complete, it will be rejected.

Does it address the priority of permanent housing? Yes ❒ No ❒

	Item	Score	Maximum Available Score
1	Program design, operation, outcomes Consider the evaluation report, how the program design and level of staffing are appropriate for the population being served and the services being provided; quality of linkages with other services; outcomes realistic and achievable; how program dropouts are handled.		20
2	Linkages to permanent housing Consider the program's history of linking participants to permanent housing and strategies for accomplishing this.		20
3	Cultural competency Up to 5 points for each of the four sections: Involvement of clientele, method of service delivery, program access, program materials.		20
4	Disability access Up to 3.5 points for items 1 and 2: up to 3 points for item 3.		10
5	Agency capacity Consider the following optimum factors, such as: Does the agency budget at least $250/staffperson/year for staff training? Does the agency obtain at least 40% of program funding for this program from other sources? What is the agency's plan for sustaining this program if/when HUD funds are no longer available?		10
6	Budget What is being provided for each client/participant? Is the budget sufficient to support the program?		20
	Totals:		**100**

Bidders Conference Packet Contents

Agenda
List of Packet Contents
List of Renewal Projects
Local Board Membership
Timeline
Scoring Tool
Leverage Letter Format
Resource Persons for Technical Assistance

<u>Proposal Packet</u>
Proposal Submission Checklist
Narrative Outline and HUD Forms
Gaps Analysis Summary
Disability Issues Narrative
Cultural Competency Narrative and Attachments
Line Item Budget Form
Leveraged Resources Form

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LOCAL HOMELESS BOARD
MINUTES OF THE POLICY/FUNDING SUBCOMMITTEE MEETING
Tuesday, February 22, 2000, 2 PM, 25 Van Ness Ave, Room 330A, San Francisco, CA

1) Call to order

The special meeting of the funding subcommittee was called to order by Co-chairs Rita Semel and Laura Ware at 2:08 PM.

Present Board Members: Laura Ware, Rita Semel, Jennifer Grant, Carrie Dipman, Edwin Wilkerson, Jennifer Friedenbach, Gene Coleman, Joel Lipsky, George Smith, Roma Guy
Pending member Rebecca Brockett

2) Recommendations from McKinney Technical Team

The Board asked for a member from the McKinney Technical Team to recap their recommendations from the 2/14/00 memo to the Local Board regarding the 16 McKinney projects from 1999 not funded. The Local Board specifically asked to examine the criteria behind the recommendation and the choice of transitional housing.

The Technical team's response was that a recommendation to rank these projects high doesn't mean the Board is abandoning its priority of permanent housing. It is not an A or B choice. McKinney funding is a poor source for permanent housing. This funding stream better serves operating costs and supportive services. This was the funding stream's design. It was recommended the Board widen its view to look at other sources for permanent housing money. Permanent housing can and should remain a priority; just not on the McKinney.

Then where does transitional housing seek funding? From Laura.

An update is that MOCD and DHS will be partnering to do the McKinney 2000 application because of the size and magnitude of the project. The City has thoughts about other sources of transitional housing but we'll need to focus on the 1999 projects first.

Pam David, Director of MOCD presented the perspective on why MOCD is becoming involved. City at first had little success in trying for McKinney monies. People then lobbied and changed HUD's opinion of SF. Now we've built a Continuum of Care on McKinney dollars and those dollars can no longer sustain it. The City has misjudged the fiscal realities and the Local Board is now faced with tough decisions about who to cut and who not to. MOCD wants to team with the Board, DHS, the Mayor's Office on Homelessness and DPH to put together an application that will give us every dollar we can, bumps included. The guidelines are: What elements from the Continuum of Care are up for renewal in McKinney and, secondly, what framework do we use for guidance? The process will have to move quickly once the NOFA is out and we'll need some consensus on this.

Jennifer F. asked if we take the recommendations of these 3 transitional housing projects, does it bump more people down on the list. What was the logic?

Capital investment was the logic, also informed by the Continuum of Care. Prioritizing transitional housing in this way is consistent with Continuum of Care. Transitional housing is expensive. Cameo and Ashbury House have some criminal justice monies, private funds and DPH is supplementing.

Could the Mayor's office carry funding for trans. housing? Not at this time and that depends upon the economic strength of the City. Even if it were a bumper year, the City would have the sort of funds needed; it could never match the McKinney. Continued question of how do we become one voice to advocate for that.

Jennifer F. asked about the quality of services of these projects and are they being formally evaluated after initial McKinney grant.
Joel Lipsky commented that these seven projects up for discussion are practical recommendations; based on financial reality. The focus is on what we can save right now. The City views this as unspent monies. Capital investment alone shouldn't' carry the decision but it is a factor; especially considering the City would have to pay back if these projects were dropped. It was clarified that only Ashbury House would have funds to be paid back.
It was commented that ranking priorities should be same for all programs, not just these three with capital investment.
Bonita from DHS said if the Board doesn't rank these projects high for McKinney 2000, the City would need to report to HUD very specifically and clearly what the plan is?
Pam clarified that there are two issues, appearing to be confused with each other. First: What is the strategy for McKinney? That is separate from the overall priority of the Local Board. The plans should be complimentary but not necessarily identical.

3) Mayor's Office on Housing

To inform the process, Joel then presented (attachment 1) the potential funding opportunities from his department. MOH has about 20 million left this year for housing. MOH asked for input on how to prioritize use of these funds. The City will get senior housing, not necessarily homeless senior housing. The City will get family housing, but again, not necessarily homeless although low income is wrapped up in the projects. It's hard to dedicate an entire project to homeless; it's easier to set aside some units as homeless specific. Finally, how to address the special needs within the homeless community.
Joel suggested the Board look at more project-based Section 8's, working in partnership with the Housing Authority. Joel recommends that as a good strategy.
Bonita asked if any of this money could be targeted to Shelter & Care? No.
Cameo, however, could be doable as a transfer from McKinney funds to MOH capital.
Pam reports there are other sources of funding available. We'll need to focus on finding sources for operating budgets.
It was suggested that the current McKinney projects be looked at to see if they meet with MOH standards and models. Technical assistance should be brought to these programs to facilitate that progress.
Pam commented that it may be too early to begin prioritizing as the McKinney NOFA isn't out yet.
The McKinney 2000 doesn't even have a lot of permanent housing applicants this year. Daruish reports Shelter & Care may be moving to a less than 5-year renewal. They've been lobbying and advocating for some Shelter & Care to move to Section 8 and it looks good.
Can funding committee look at funding streams for employment?
Roma proposed Continuum of Care be made a priority and it's on agenda for next meeting.
A proposal was made to separate the McKinney strategies from the priorities of the Local Board. "The Local Board is restating its top priority as permanent housing, furthermore, McKinney priorities will be informed by the McKinney Technical Team and the Notice of Funds Available" Ed moved it; Roma seconded it; passed unanimously.

Local Board meeting. Meeting adjourned at 3:40PM.
Next Policy Meeting Thursday, March 23, 2000, noon, 25 Van Ness, Room 720.
Funding Subcommittee meeting Monday, March 20, 25 Van Ness, Room 720, 2-4 PM.
Minutes recorded by Johanna Keeley, Special Assistant to Mayor's Office on Homelessness

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Local Homeless Coordinating Board Policy Committee Meeting
Thursday, March 23, 2000, Noon
25 Van Ness Ave, Room 720
AGENDA

I. **Proposed action:** Set meeting time for Continuum of Care subcommittee. Discussion on Exhibit I from McKinney 2000 and intersection with Continuum of Care update. ***

II. **For discussion only:** Strategy for McKinney 2000 application

III. **For discussion only:** Creation of written guidelines for prioritizing panel members. Develop strategy for priority panel training on April 5, 2000.

IV. **For discussion only**-drafts of Conflict of Interest Forms for members.****

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Local Homeless Coordinating Board Policy Committee Meeting
PLEASE NOTE RESCHEDULED TIME:
Friday, March 24, 2000 12:30-2:30
25 Van Ness Ave, Room 720
AGENDA

I. **For discussion and possible action:** The Gaps Analysis Chart from McKinney 2000 Application***

II **Proposed action:** Set meeting time for Continuum of Care subcommittee. Discussion on Exhibit I from McKinney 2000 and interseetion with Continuum of Care update. ***

III. **For discussion only:** Creation of written guidelines for prioritizing panel members. Develop strategy for priority panel training on April 5, 2000.

IV. **For discussion only-**drafts of Conflict of Interest Forms for members.****

***Documents available at meeting.

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LOCAL HOMELESS BOARD
MINUTES OF THE POLICY SUBCOMMITTEE MEETING
Friday, March 24, 2000, Noon, 25 Van Ness Ave, Room 720, San Francisco, CA

1) Call to order

Meeting was called to order by co-chairs Laura Ware and Rita Semel at 12:10 PM.
Present: Rita Semel, Laura Ware, Johanna Keeley, Kim Fergison, Marc Trotz, Sam Cobbs, Gail Gilman, Ramona Benson, George Smith, Michelle Magee, Darryl Chan, Darin Lounds, Laura Huberman, Gene Coleman, Jennifer Grant, Yulitza Peraza, Bonita Davenport, Kate Durham.

2) Update from McKinney 2000 Technical Team.

Marc Trotz requested to do the update first as he had another commitment elsewhere. He reports the technical team focused on the agenda for the April 5th Priority Panel. They will break into subgroups on Permanent Housing, Transitional Housing and Supportive Services, as has been done in previous years. There will be introductory section to the Panel members on context and so they take in the full renewal picture. The development of the Continuum of Care plan will be covered. Just the basics of HUD scoring will be covered, as they don't want to overload the panel members.

The team had some requests for the Board:

1. A non-conflicted Board member to speak at training on guiding principals the Board has for the panel members. Johanna to follow up and ask Jenny F. They also asked for Board members to be present for support and expertise. The Board already agreed to that at last full meeting.
2. The team would like written guidelines for panel. To be discussed at Steering Committee on Monday, March 27, 2000.
3. A request for a special Board meeting on May 3rd, 2000 to have the priority panel recommendations be presented.
4. The team has a recommendation for language change of proposal scoring. The change would be the following questions at the end of the proposal-scoring sheet. They would have no points. They would read, "A. How well does the proposal address the City's Continuum of Care priorities? High, Medium and Low; and B. What are the consequences of this program not being funded? High, Medium and Low".

Request 4 was then opened for discussion. Laura said this question was hard to answer and the criteria to answer it is not clearly delineated in the proposal. Marc replied that's why there are no points; it's only for people to keep in mind while readying. It was then discussed that this change would have a ripple effect. The project sponsors would have to get a copy and the proposals are due in week. This feels like a lot more work. Laura asked that we be aware of page limitation of 5 pages; where would this new information requested fit? Jennifer commented that there are other questions with no direct correlation to proposals. It was pointed out that putting out additional information, after the fact, looks sloppy. Marc said if it's too much trouble, we can scrap it. A counter-proposal was to have the questions faxed to applicants or maybe done after proposals are turned in? Sam asked where would the quality of these replies stand with less than one week to complete it. Bonita understood these questions to be Continuum of Care specific, no program specific. They weren't intended to create more work for applicant. Laura points out it should be explicit and Rita commented that the Board should have thought to include this back in the development of the scoring tool

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Agreed to scrap it but let it be known that these questions will be verbally asked of panel members at some point.

3) Harder & Co.-Presentation on GAPS analysis chart.

Michelle from Harder led everyone through an explanation of two reports, Estimating Need and the Service Inventory. They are bringing the assumptions to the Board for input as they did one month ago. The goal is to create a more defensible number on GAPS. This is the first year San Francisco has tried to be more systematic about GAPS. She pointed out the estimates of homeless people are still assumptions, as there is no concrete data to start with. For the Service Inventory, they did a lot of phone work and contacted 140-180 programs. She reviewed the Estimated Need report first.

Harder picked the number 12,500 to start with. They heard numbers ranging from 11-14. Last years number was 14,300. Darin can put in whatever number we want; we just need to be able to explain where we got it from in some defendable way. For Assumption 3, he revised the numbers based on conversations with homeless advocates. He changed it to 75% individuals and 25% families. Major changes were made in Housing Assumptions. They raised the need for permanent housing and reduced emergency housing. Transitional housing need remained the same. Harder will add a line to the GAPS analysis, stating that 100% need permanent housing. The word supportive can be misleading as HUD considers it. It does cover a large array of services. Harder will continue to modify their numbers with input from service providers.

Questions: HUD will allow local numbers to be substituted if they are factual. If we did use only HUD numbers, the GAPS would be thrown out because it would look like we didn't do our homework. This has never been a hard science. If we had a thorough count, then maybe next years needs assessment could be neater. George pointed out that these numbers count be misunderstood. The interpretation must be clear. This could read as 5,000 people on street instead of 'those who don't have what they need.' The Estimated need speaks to capacity and is unduplicated.

An overall suggestion was developed to Harder that whenever there is the possibility of misinterpretation, could it be clearly written, using perhaps a footnote?

In reading report, keep in mind that a unit of service isn't a person, which is why those numbers are unduplicated.

Table 3 uses data from COH report, "locked out". They will have refinement for this tool for next year. Michelle points out this is very clean when one remembers this is HUD's definition, not necessarily ours.

Again, Pam David suggest footnote to point out that service providers and advocacy use numbers differently. Table 4 is based on input from consumers; table 3 from service providers. This should be framed as such in the very beginning. Barri comments we'll be able to add categories maybe next year.

Laura pointed out the difference between the McKinney definition of homeless vs. the HUD definition of homeless. Pam states we should highlight contradiction in report. Also should point out in table 4 that we have a range of treatment.

INVENTORY-Please call Michelle at Harder if you have any additions to inventory ASAP. They understand this inventory is very rough. HUD doesn't want children's beds; they are only counting families. Jennifer points out that 2nd column for family beds are all wrong. Harder replies that where they got info, they replaced numbers.

Bonita would like the group to know that this will be the last year we will have Harder for this

piece. We will need to follow up with this at some point. Sam pointed out that youth number needs to be watch and focus put upon it; especially if SF was penalized last year for it.
Kim pointed out that HUD is trying to get at kids aging out of foster care and the NOFA states so specifically.
A BIG THANKS to Harder for all their work!!

4) Barri presented a written request for special policy meeting on April 6th to discuss McKinney issues. It was agreed the Continuum of Care subcommittee could hear these issues and the meeting was set for:
APRIL 4TH, NOON, 25 VAN NESS, ROOM 330B, CONTINUUM OF CARE SUBCOMMITTEE

All are welcome to attend. Johanna to get out notice ASAP.

5) Issue of penalty for agencies that didn't show for mandatory trainings was raised. After discussion, it was decided not to penalize heavily without making consequences clear from the beginning. Agreed to make consequences explicit for next year. For now, one point per training will be docked, for a total of up to two points. This information will be available to panel members. Again, we shouldn't change language or expectation once information is out.

Meeting adjourned 2:40 PM
Next Policy Meeting is the fourth Thursday of each month, making the next one Thursday, April 27th, at noon at 25 Van Ness, Room 720

Minutes recorded by Johanna Keeley, Special Assistant to Mayor's Office on Homelessness

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Local Homeless Coordinating Board Policy Committee Meeting
Thursday, April 27, 2000 noon to 2 PM
25 Van Ness Ave, Room 720
AGENDA

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I. **For discussion:** The front-end redesign of the emergency shelter system

II **For discussion and possible action:** The sub-committees for the Continuum of Care update process.

III **For discussion and possible action:** Conflict of Interest Forms***

***Documents available at meeting.

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LOCAL HOMELESS BOARD
MINUTES OF THE POLICY SUBCOMMITTEE MEETING
Thursday, April 27, 2000, Noon, 25 Van Ness Ave, Room 720, San Francisco, CA

1) Call to order

Meeting was called to order by co-chair Rita Semel at 12:14 PM.

Board members present: Rita Semel, Jennifer Grant, Manny Morales, Kate Durham, Jennifer Friedenbach, Anne Kronenberg, George Smith, Bob Nelson, Linzie Coleman

Public Present: Mark Rosenthal, MSC South; Adam Arms, Alison Lum, Arnette Watson, COH; Danisha Davis, MDIC; Darin Lounds, Conard; Kym Valadez, Brigitte Pelterkof, Swords; Jackie Jenks, Hospitality House; Roberto Chavez; Maggie Donahue, Will Lightbourne, DHS; Gwyneth Bordon, Sup. Newson; Nichole Truax, Sup Brown; Ellouise Patten, Lisa Graz, YCD.

1) Announcements

The Mayor has announced his appointments to the Local Board. All members are invited to the swearing in ceremony on May 11th, at City Hall in the Board Chambers.

2) Shelter Redesign

This discussion was scheduled as a follow up to the presentation to the full Board. It was hoped at this level to get into the substance. The City has developed 7 goal statements that they hope will be included in the Continuum of Care (CoC) planning. The 7 goals are a starting place and are meant for the single adult population. Please see attachment for specifics as presented by Will Lightbourne, Director of DHS.

With the 7 goals laid out the discussion focused on how these are interrelated with the CoC and connected to the Local Board (LB). What is the proper communication? Both the City and LB agree that partnership is a struggle. What is the exact interface for an action-oriented planning process. Maggie would like input on first item; outreach in shelters. The LB would like one planning process and that has never happened in City before on this level.

To address issues of redesign, there has to be consensus as to what we have and what is or isn't working. Anne Kronenberg from DPH agrees that outreach is not where it should be; particularly in respect to primary medical care. The lesson from Mission Rock that a shelter open all day with medical care is an easy one. Would a presentation on the issue help? The Accessibility report might be a good place to begin.

Public Comment:

Kym Valadez asked for the record if there is no current plan, are we really at ground zero? Will replied that yes, we have ideas but no plans. Change will be incremental and announced as it happens.

Manny Morales spoke to his experiences as 10-12 years homeless. Rita nominated him to Prevention Subcommittee.

Alison Lum asked for an explanation about money in the budget for redesign if no plan.

Will replied that the budget isn't complete. DHS did ask for money for increased master leasing, which hasn't been approved yet. There is money for supportive services plus a 'placeholder' for several hundred thousand for 'shelter enhancement'. The City isn't starting from 'scratch'. There are ideas, like master leasing. If the City sees an opportunity, it will take it.

Alison asked if there will be a community process for each piece with room for input and if there will be time for review.

Will responded that there is a significant interaction between homeless people and cash assistance. The CAAP program has to support the City's strategies. The City has no mega-approach that it is committed to at this point but it is in the mix. It is not likely to happen this

fiscal year. Will pointed out that final decisions are made by him, the Commission. A wide variety of people will be involved. Anne pointed out that the City has no preconceived ideas of the outcome of the planning process.
Jenny Friedenbach pointed out that master leasing doesn't add units of housing to the market. A positive point is that is a temporary unit that can become permanent. If the City stuck to the law, they'd all be permanent. Where in the Continuum of Care does this fit-prevention? A separate committee?. Then comes the question of decision-making guidelines. There are different levels of respect for the community in process between DHS and DPH. Treatment on Demand carries a lot of respect; with clean decision making authority. Will the input and decisions of the LB be respected? For example, on working on the GA/CAAP design, everyone did agree but the DHS staff and they refused to implement it. Can we have a commitment to trust and honest respect? If it's a good process, you have a good product. Fair and equal participation and not just for the Board, but for the whole community. The first step is to consolidate the data, maybe taking one meeting and we can go from there. We could address each of the 7 points one by one, assuming change if any.
The question was raised on if equal participation between Board and non-Board members works with Sunshine. Following was a discussion on what to do next.

3) Continuum of Care (CoC)

Johanna presented the recommendation from the Steering Committee to expand the 7 subcommittees to eight, with a focus on communication. Consensus was that this was important and needed to be moved on soon. Discussion followed as to whether the shelter design could be included under one of the existing subcommittees or did it warrant it's own focus. ***A motion was made to create a 9th subcommittee to strengthen shelter system. Passed. Jennifer Friedenbach and Kate Durham to co-chair.*** We'll need a new chair for information subcommittee. This committee's focus may be alittle different from the other subcommittees. The present structure of the Continuum of Care subcommittees is meant as a guide, understanding that things have changed, as well as HUD's requirements.
A list was passed around for people to sign up for whatever CoC subcommittee they wanted. The issue of staff support to this process was raised. Maggie volunteered Jane Johnson to staff Shelter Redesign. Coordination of subcommittee meeting should happen through Johanna. The LB needs to address outreach, recruitment and dissemination of information. The communication subcommittee will be broader than the CoC with discuss issues of communication between the Local Board, City Departments and the Board of Supervisors. It will also examine role of coordinator and Mayor's Office on Homelessness. MOCD will continue to look for funding. Anne will provide a DPH staff person for her committee. In a perfect world, one staff member should be doing all this.

4) Conflict of Interest

Johanna presented draft for review. It was agreed the Board should look at the CARE Council's Conflict of Interest. A discussion ensued over whether volunteering for an agency constituted a conflict of interest. It was decided to leave that issue for the City's attorneys.
Meeting adjourned at 2:13 PM.

Next Policy Meeting is Wednesday, May 17th, 2000 at noon at 25 Van Ness, Room 720

Minutes recorded by Johanna Keeley, Special Assistant to Mayor's Office on Homelessness

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Local Homeless Coordinating Board Policy Committee Meeting
May 17, 2000 Noon-2 PM
25 Van Ness Ave, Room 720
AGENDA

I. **For discussion and possible action:** The Continuum of Care update in regards to structure of subcommittees and staffing

II **For discussion and possible action:** Update on by-laws****

III **For discussion and possible action:** Declaration of State of Emergency for Housing in San Francisco

***Documents available at meeting.

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LOCAL HOMELESS BOARD
MINUTES OF THE POLICY SUBCOMMITTEE MEETING
Wednesday, May 17, 2000, Noon, 25 Van Ness Ave, Room 720, San Francisco, CA

1) Call to order

Meeting was called to order by co-chair Rita Semel at 12:14 PM.

Board members present: Rita Semel, Manny Morales, Kate Durham, Anne Kronenberg, George Smith, Bob Nelson, Linzie Coleman, Gail Gilman, Sam Cobbs

Public Present: Kim Fergison (MOCD), Bonita Davenport (DHS), Poppie, Challa (UN Plaza Organizing Project)

2) Possible Federal changes in McKinney and Shelter Plus Care funding.

Kim Fergison presented proposed legislation at federal level that would change the distribution of McKinney funds to a block grant. There is also proposed legislation to move Shelter Plus Care. Kim presented a history of McKinney funding. A block grant is an entitlement program. Areas get their monies based on a formula. There would be no national competition for the money. We would have to develop a local process on how the monies would flow. San Francisco has been advocating that if this took place, we would need a 'hold harmless' clause. This would fix our level of funding at a higher rate from around San Francisco's 1995 award amount. This would be around $16-23 million. However, nationally block granting could be seen as a negative because counties that didn't participate, the local non-profits would be unable to apply individually for funds. So a county could choose to 'ignore' a homeless problem.

Bob Nelson suggested we get a legislative analysts report from Carolyn Barthaleme from Nancy Pelosi's office. This would provide us with pros and cons on the issue. From Bob's experience with HIV funding, San Francisco should be at the table now to be involved to make sure we don't get cut out of the process.

Kim replied that the formula is already set but we do have lobbyists working on just such issues. The hold harmless clause would be for a number of years.

Carrie Dipman asked if our lobbyists could ever suggest to HUD about looking into the cost and availability of housing costs? Yes.

On the second legislative issue, the President and HUD have suggested pulling Shelter Plus Care renewals out of the McKinney pot and paying for them out of Section 8. Somehow the current idea being proposed is that Shelter Plus Care renewals do come out of McKinney and that HUD will give top priority to Shelter Plus Care renewals above all else. Shelter Plus Care would jump the list. It also means HUD would prioritize renewals of Shelter Plus Care over new permanent housing. This would end McKinney as a source of new permanent housing dollars.

A sample lobbying letter for Shelter Plus Care was distributed.

The Local Board cannot take a position on this due to timing and how long it takes to get in the agenda in accordance with the Sunshine Ordinance. The Mayor and Board of Supervisors could though. It would have been nice to have had more time on this issue to gather information so that a position could have been taken. It was pointed out the Local Board feels a duty towards being involved.

George Smith asked what was the process by which information comes to the Board? He cautioned the Local Board about taking a position. We need to consider that this proposed legislation is prioritizing permanent housing and that is the same priority as the City.

Kim replied that we need to consider that this proposal creates no new units.

Bonita Davenport suggested the Homebase has a document on pros and cons to block grants. Johanna will get that for the Board. It is also an election year.
For action items, George will contact the Mayor, Anne to the Board of Supervisors. Johanna will create a list of legislators for the Board.

3) Update on the Continuum of Care
Rita requested an update from the subcommittees that have already begun to meet. The Shelter, MIS and Housing groups have all met and the Communications subcommittee has set a date. The question was raised about how does all this information travel back to the full Board. How does the Board work quickly, especially in keeping with Sunshine laws? Board communication does need to be improved. The Shelter group had a very good first meeting and covered a lot of background. It is still unclear how the subcommittees will interact with the Board. Will that be the Policy committee? At the Continuum of Care subcommittee? Hopefully, each City staff member who is co-chair will provide staff for the subcommittee.

4) By-laws
Johanna updated the by-laws to include the change in number of seats reflected by the November resolution. It was suggested to have 2-3 people form a subcommittee and review them. It was brought up whether this was the best time to take on another project; while the Continuum of Care was being updated. It was agreed that a lot of time and resources did not have to be directed at the by-laws at this time but it could be accomplished fairly quickly. It will be on the agenda for the next Local Board meeting.

5) State of Emergency
Only the Board of Supervisors in concert with the Mayor can declare a state of emergency. This is why the Health Commission language is in the form of a resolution. The resolution didn't pass the Board of Supervisors, Anne was told, because of the election. The Local Board's resolution was passed but as far as anyone knows, nothing has been done.
The Mayors of San Francisco has only declared a state of emergency twice in the decades that Anne has been around. It's a very unusually occurrence. The last time it happened was two years ago during the storms and it allows the city to by-pass channels.
It would be helpful if the Board of Supervisors passed a resolution, along with the Local Board and the Health Commission. That could add up to an impact.
The question was raised that by being able to by-pass certain channels, does one of those channels include community input? Could we end up getting burnt by the public maybe by trying to put a shelter somewhere?
That is a point to consider. George reported that the Chamber of Commerce is going to issue a state of emergency on middle-income housing.
Gail Gilman pointed out that the resolution specifically asks for permanent housing, not shelters. This issue should be scheduled next month on the policy committee and the resolution should be widely distributed so that everyone becomes familiar with it.
Action items: Johanna will follow up with Bob Nelson or Margo from the Care council. She will also ask Steve Blackburn to look at it.
Manny Morales pointed out the homeless community themselves wouldn't support any more shelters but would support more housing.

McKinney application: Johanna passed out drafts of Exhibit One of our McKinney application to Board members. They should read and get comments to Barrie Grenall as soon as possible.
Anne Kronenberg commented that at the next policy meeting, she'd like to begin a discussion about the upcoming district elections. A lot of politics are about to happen. This could be an opportunity for the Local Board to go forward with neighborhood engagement. How do we engage as part of the process? How does the Local Board get its ideas out to the community and visa-versa.
It was agreed to put this on the agenda for the next meeting.
Kate Durham suggested we could use the great neighborhood process used in developing the Mission Neighborhood Resource Center. She also asked where homeless family shelters fit into the Continuum of Care update?
It was decided that the SRO/Family meeting is already happening and Johanna can be the liaison for that.
Meeting adjourned.
Next Policy meeting is June 22, 2000 at noon at 25 Van Ness Ave, Room 720

Minutes recorded by Johanna Keeley, Special Assistant to Mayor's Office on Homelessness

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Local Homeless Coordinating Board Policy Committee Meeting
June 22, 2000 Noon-2 PM
25 Van Ness Ave, Room 720
AGENDA

I. **For discussion and possible action:** Storage facility at 150 Otis

II **For discussion and possible action:** Update on Continuum of Care process

III **For discussion and possible action:** How the Board wants to do education/outreach and communication with communities, the Board of Supervisors, candidates, neighborhoods, etc.

IV **Adjournment**

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LOCAL HOMELESS BOARD
MINUTES OF THE POLICY SUBCOMMITTEE MEETING
Thursday, June 22, 25 Van Ness Ave, Room 330A, San Francisco, 94102

1) Call to order

Meeting was called to order by co-chair Rita Semel at 12:20 PM.

Board members present: Rita Semel, George Smith, Gene Coleman, Manny Morales, Kate Durham, Jennifer Grant, Jennifer Friedenbach, Gail Gilman, Bob Nelson, Joyce Miller, Johnny Baskerville

Public Present: Bonita Davenport (DHS), Kathleen Gray (COH), Mara Raider (COH), Adam Arms (COH), Tim Maschok

2) Storage Facility at 150 Otis Street

George Smith passed around a flyer, announcing the opening of a free storage facility at 150 Otis Street. Rita Semel provided the background of the item, as it was passed to this committee from the last full Board meeting. George explained that is would be free storage for individuals and families on the first floor of 150 Otis. He is trying to expand either the hours or the days. That is a money issue. Right now, the hours are 10-3 PM, Monday-Friday. There are no lockers just a storage room. Belongings will be bagged and tagged and placed on the shelf. The belongings will be available upon request. The space can serve up to 350 people. George has a staff of 5, some of whom are PAES participants, some of whom are currently or formerly homeless. There is no time limit on possessions. The participant must validate contract monthly. If staff hasn't heard, the belongings will be kept another 45 days and then discarded. No ID is needed but it is limited to SF residents. Right now, it's a test project. If this works, it will be an item in next year's budget. While supplies last, they also have duffel bags to distribute. There is no space limit but the stuff does have to fit on the shelf. No bag limit yet. No furniture can be stored nor shopping carts.

Johnny Baskerville cautioned against clients starting to use the site as a mailing address.

George announced the decision not to link this program with unattended property found on the streets and taken by either DPW or SFPD. That is how the program is structured right now. In the future, he doesn't know. DPW however does pick up unattended shopping carts. George didn't want to confuse the issues. He just wants people to have a safe space to keep things.

COH distributed a flyer with three recommended action steps to the Board (see attached). They would like the Board to recommend 1. That the facility remain 'free-standing', 2. That the facility have longer hours, grievance procedure, ensure safety of property, and 3. Mandate 24 hour notice to be tagged to property before removal.

It was clarified that a person does not have to give up their cart in order to use the storage space. Storage of carts is not on the table as an item. If staff has been giving the impression that carts must be handed in, George will look into it. Mara urges the Board to create a policy statement.

Discussion and agreement was reached on the matter that not all shopping carts on the street are stolen property. Both COH and the recycling center give out carts.

Rita suggested separating the two issues of storage and street confiscation of property

Adam Arms said that storage of items for 45 days past the 30 days violates California law. It's 90 days. George checked with the City Attorney regarding 45 days. Adam feels the law is clear in this matter but urged the Board that if it was unsure, to go with 90 days.

All agreed that the intent to have storage is a needed service.

Specific polices about the facility were discussed. George will look into creating some policies around lost or damaged property, as well as procedures around sealed bags. George had based the original rules on the storage facility at South Beach. Issues such as bathrooms, changing areas, time and visits allowed per day will need to be worked out. It was generally recommended to either broaden the times

per day or the days it would remain open. Although the program is financially limited, it will look at these items.
Tim Maschok said that he wrote the storage policy for the proposed way station in the Haight. He recommended four points: 1. 6 AM- 8 PM hours of operation 2. Responsibility/liability issues 3. Who gets access to stuff? Flea market merchants? 4. How often can a person access?
George reiterated that this a very ambitious project and still very much in development. There will also be a phone number available at the facility so clients can check in every 30 days without being physically present.
A general discussion then occurred about what language to adopt to support George in this process. It was suggested that each of the recommendations from COH be considered separately with attention paid to the language of each. The language adopted by the committee as a draft to be sent to the full Local Board is as follows: "The Local Board supports the idea of voluntary free storage for homeless people at 150 Otis. 150 Otis Street should maintain a policy of not storing confiscated property. This unique facility should have flexible operating guidelines. Policies and procedures should be developed, with input form the community." This amended language was accepted with George Smith abstaining from the vote.
The Policy Committee will consider the third item from COH for the next meeting in July.
A draft of the rules of decorum developed during the orientation of new Local Board members was passed around. It was explained that these were DRAFT only and would be considered at the next Policy meeting.

3) Outreach for the Continuum of Care

Johanna passed out the most current Continuum of Care schedule. Jennifer Grant pointed out that each of the housing subcommittee meetings have had different people each time. This has made for the repetition of work. A discussion followed about how much outreach we want to do and where do we want to target. The attendance overall for the meetings has been sketchy. We need as a Board to make every effort of make sure everyone knows about it and has a voice, whether they attend every meeting or just one. We should make a strong stand that the document is a collaborative document and that all groups will stay open to new input, despite the frustration of the different people attending and the levels of participation.
The idea suggested was to adopt a general outreach letter with the option for each co-chair to add specific language for their subcommittees needs. A discussion was then had about how to bring members of each subcommittee up to date on what that specific subcommittee has been doing. Ideas such as log books at each meeting or flow charts up on the wall were suggested. All of these take more work and the co-chairs are already very stretched. Johanna let people know all these notes and agendas were public documents, available at both the public library and the Local Board web site. Kate Durham has a mailing list of 250 people for her subcommittee and will add the Board's committee schedule to the mailing as part of increasing awareness and participation. Newspapers were also suggested as a way of getting the word out.
Johanna will create a general outreach letter for next full Board meeting.

4) Board communication

This item was referred to the Communications subcommittee.

Next Policy meeting is Tuesday, July 18, 2000 at 12:30 at 25 Van Ness Ave, Room 720

Meeting adjourned 2:10 PM.

Notes taken by Johanna Keeley, Special Assistant to the Mayor

TO: Local Board Policy Committee
FROM: Civil Rights Project, Coalition on Homelessness
DATE: June 22, 2000
RE: Otis Street Storage Facility

Here are three suggested action steps for the Local Board to take regarding the storage facility at 150 Otis and city policy around the confiscation of the unattended and attended property of homeless people.

- **Otis Street storage facility should be free-standing**
  Should not be an arm of the SFPD or DPW
  Should not be part of "sweep" programs
  Should be a place for people to voluntarily store property

- **This unique facility should have flexible operating guidelines**
  Open longer hours ensuring reasonable access
  Grievance procedure for lost property
  Procedures ensuring safety of people's property
  No switch of shopping carts for duffel bags (unless requested)

- **Mandate letter to City Departments that confiscate the property of homeless people**
  24 hour notice must be clearly tagged on property before confiscating
  Policy of taking people's property while it's attended must end
  Shopping carts should not be assumed to be stolen property

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Local Homeless Coordinating Board Policy Committee Meeting
July 18, 2000, 12:00-2:00 PM
25 Van Ness Ave, Room 330B
AGENDA

I. **For discussion:** Review of policy and procedures of 150 Otis storage.***

II **For discussion and possible action:** Discussion on current committee structure for the Continuum of Care update process

III **For discussion:** Consideration of recommendations for the RFP process for the Multi-service centers.

IV **For discussion and possible action:** Consideration and discussion on draft rules of decorum.****

TABLED FOR NEXT MONTH: **For discussion:** Consideration of pending legislation "Notice and Hearing Requirement for Cart Removal"*** (carried over from May policy meeting)

***Documents available at meeting.

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LOCAL HOMELESS BOARD
MINUTES OF THE POLICY SUBCOMMITTEE MEETING
Tuesday, July 18, Noon-2 PM, 25 Van Ness Ave, Room 330A, San Francisco, 94102

1) Call to order
Meeting was called to order by co-chair Rita Semel at 12:07 PM.
Board members present: Rita Semel, George Smith, Gene Coleman, Ramona Benson, Joyce Miller, Anne Kronenberg, Johnny Baskerville, Rebecca Brockert, Mauricio Aviles, Linzie Colman
Public Present: Kym Valadez (Swords), Kathleen Gray (COH), Ron Rucker (COH)

2) Policy and procedures for 150 Otis
George passed out the current written procedures and policies for 150 Otis Street. He reports 87 clients. The attitude is to keep it simple and there have been no problems yet. The physical inspection of the belongings isn't strictly enforced, mostly visual. The form signed is in a file and the person gets a copy of it. It was suggested that maybe a picture could be taken of the client, being no ID is required. If the client objects to a photo, maybe a code could be used, like the 1st digit of the last name along with the 1st four digits of the their social security number. Another suggestion was to say 'illegal' drugs. The shelters are working on medication storage and that may be the best place for meds. It was suggested to add to the contract the 30-day contact for renewal and the disposal 45 days after that if no contact. Add explicitly to contact, even if in hospital or jail. The people working at the facility are also doing a lot verbally with people, encouraging them to leave stuff and have been very successful. It was suggested to have a HAP manual there for client for resources. George will schedule to report back to the Board with the changes made. Johanna will get a summary of the suggestions to Deven Richardson. George is also thinking of adding self-storage lockers. It was suggested that if there were complaints about the current state of storage at South Beach to contact George directly. Kathleen Gray wanted to know if homeless people are involved with the development of the project. George replied the idea came from homeless people and that they comprise the staff. George is available at 252-3136 for further information.

3) Current committee structure for the Continuum of Care (CoC) update
Johanna reported the opinions of Laura Ware and Gail Gilman, who couldn't be present. Both requested the structure stay the same but suggested that the community/focus groups could potentially be collapsed together. Laura said that this is a difficult process but a short one and not a permanent situation. The Communication committee wishes to stop meeting and this will be considered at the steering committee. Anne Kronenberg said she views the process as emergency housing to transitional to permanent housing and all the other topics impacting along that continuum. Rita provided the background as to why it was originally broken into these committees. HUD has a very good reference on how to write a Continuum and the group recommends all co-chairs become familiar with it. The Board is aware that everyone needs to buy into this and also to get commitment from City department heads. It was felt by some that the community just paid lip service to the current CoC. The Continuum of Care was created by the need for McKinney funding but clearly goes beyond that to a strategy for the entire homeless system. The Board also goes beyond McKinney on homeless policy issues. Gene commented that it is our charge to attune the local needs to the overall federal policy. The Board will also need to revisit the guiding principles to see if the fit is still good.
A discussion was had as to how family issues will fit into the plan. There is no specific committee however, the City has the SRO/Family task force and the Emergency Family Services Workgroup, which can feed information to the Board. Integrated Health and Housing may be the two committees

where family issues can be more explicit. It was suggested to members to be more vocal about family issues so that it can be discussed more and have more of a focus. It was discussed how to keep the community process going both ways to ensure fair and equal representation. The co-chairs and members also have to represent their own communities. There will probably always be community work the Board won't know about but outreach and connection must be done. The Board cannot shrink from this responsibility now that they have taken it on.
It was agreed to keep the current structure and work as a group for focus/community groups. The idea of focus groups needs to be explored at Steering committee. It was requested that everyone use the outreach letter prepared. It was also hoped that the consultant could also help with clarification of these issues.
It was suggested to Johanna to create stationary with all the Board members names and titles on it. She'll follow up.

3) RFP Process of the Multi-Service Centers

Johanna provided the context for this issue. It was discussed at the June Board meeting and it was requested that some general issues be discussed by the Policy Committee while the Strengthening Shelter committee dealt with more specific recommendations. The group was asked to consider whether a 9-month renewal was enough time and what would happen to the staff if there were a change in provider. Linzie Coleman from MSC-N reported that she has had 3 community meetings in the neighborhood of the shelter and would like to bring this information to the Shelter committee. There is still some confusion to the RFP process. It was confirmed that the RFP process was lengthened from 6 months to 9 months to accommodate the process of the Shelter committee and give time for the suggestions and recommendation to be considered for inclusion into the RFP. It was hoped this would create one development process. There will be no final decisions on the language of the RFP until the community process is done. The RFP is being written as a City collaboration with DHS taking the direct responsibility. As to how much weight each piece has needs to be further explored. It was suggested to agenda this again and make sure DHS is present so that a full conversation can be had. All this ultimately is to improve services to the client.

4) Rules of Decorum

The group then considered a draft of general rules of decorum for the Board to follow. These were developed during the first training session held for the new Board members. It was clarified that the Board isn't under the same guidelines for talking about specific agencies as the CARE council because the Board doesn't direct control funds. It was suggested to change #5 to "Discuss agencies, issues and individuals in a professional and appropriate manner". It was suggested to revise #3 to "No eating as Full Local Board meeting". #2 was amended to "No side conversations". #6 was removed and will be discussed in the bylaw committee. #6 was changed to 'Raise hand to be recognized to speak". Johanna will update the document and have it for the full Board meeting.
The committee will consider the tabled item of cart removal by DPW at the next meeting.
Next meeting to be August 24, noon to 2 PM, 25 Van Ness Ave, Room 720.
Meeting adjourned 2 PM.

Notes taken by Johanna Keeley, Mayor's Office on Homelessness

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Local Homeless Coordinating Board Policy Committee Meeting
August 24, 2000, Noon-2 PM
25 Van Ness Ave, Room 720
AGENDA

I. **For discussion and possible action:** Consideration of pending legislation "Notice and Hearing Requirement for Cart Removal"*** (carried over from May policy meeting)

II **For discussion and possible action:** Consideration of recommendations for the RFP process for the Multi-service centers.

III **For discussion and possible action:** Election of new co-chair(s) for policy committee.

IV **For discussion and possible action:** Any issues relating to the current Continuum of Care update.

V **For discussion only:** Guest/overnight privileges in SRO's (from public comment from Local Board meeting)

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LOCAL HOMELESS COORDINATING BOARD
MINUTES OF THE POLICY SUBCOMMITTEE MEETING
Tuesday, August 24, Noon-2 PM, 25 Van Ness Ave, 8th floor, San Francisco, 94102

1) Call to order
Meeting was called to order by co-chair Rita Semel at 12:07 PM.
Board members present: Rita Semel, George Smith, Gene Coleman, Joyce Miller, Johnny Baskerville, Rebecca Brockert, Linzie Coleman, Gail Gilman, Roma Guy, Kate Durham, Sam Cobbs, Manny Morales
Public Present: Kathleen Gray (COH), Mara Raider (COH), Adam Arms (COH), Daniel Belaski, Hank Wilson (TOD), Pati Boyle (Conard), L.S. Wilson (COH), Carolyn Plybon (DHS), Wendy Phillips (BAHP)

2) Consideration of proposed legislation "Notice and Hearing Requirement for Cart Removal".
Kathleen Gray presented a personal perspective on this item. Both professionally and personally, she has seen the negative impact of immediate and unnoticed cart removal from homeless people. She is asking the Board to support a 24 written notice to be put on carts before they are removed by either DPW or Park and Rec. Kathleen shared the story of a homeless man from North Beach who had his property confiscated when he left it unattended. She appreciates that DPW and Park and Rec now leave a notice telling the person where and how they can retrieve their belongings after they've been confiscated. Mara Raider reports that the Coalition has done extensive research with homeless people as to what would help and it comes down to 24-hr notice for cart removal. She says DPW is overwhelmed with the amount of property and that it is very difficult for the downtown homeless to get to Cesar Chavez Street to claim property. The legislation being passed around is an amended version of legislation introduced by Supervisor Ammiano's office and reviewed by the City Attorney. The Coalition is asking the Board to support pre-confiscation notice of belongings. It was pointed out that if belongings were cited, the owner of the cart could just move it one block and then it could be resited for removal. DPW was not present at the meeting and so was unable to comment on the potential impact to their department from the legislation. Mara couldn't decisively say that there wouldn't be opposition to this. It was clarified that this legislation applies only to DPW and Park and Rec. According to Mara, the police shouldn't be collecting property but calling DPW. Daniel Belaski spoke about police he knows that just take homeless people's stuff and it disappears. He was encouraged by the Board to bring this information to the Public Comment section of the full Board meeting.
It was unclear what the fiscal implications of this policy would be. Sam Cobbs commented that perhaps people could use 150 Otis during the day so that way, they wouldn't be leaving their stuff unattended and vulnerable, not just to DPW and Park and Rec but anyone on the street who might want it. Gail Gilman proposed that the LB, pending approval and barring complications from the City attorney, would support this and take it before the whole Board. Gene Coleman asked for clarity as to who the author of this legislation is and who has seen it. Johanna passed around the original legislation that was introduced to the Board of Supervisors which was signed off by the City Attorney. This was compared with the amended version that Mara brought, which excluded the original section of Sec 1413 and had some 'minor language changes' according to Mara. It was discussed that it was inappropriate for the Board to take a position on legislation that had not gone through the process yet. Mara volunteered to work with someone on the Board to make the legislation 'tighter'. Gene also requested that the Board get the legislation at least one day before the meeting so that there is time to

read and digest it. With policy changes, there are always consequences and someone is always burnt so the Board must be cautious.
Gail withdrew her motion and volunteered to work with Mara to take the document through the City attorney and the Board of Supervisors and reintroduce it to the Board at that time. It was agreed the item would be tabled until that time. There was a suggestion that the Board take up the issue of the police taking property. It was agreed these were two different issues and should be handled separately.

3) RFP for the Multi-Service Centers
Kate Durham presented the rough outline for the RFP process. DHS staff are currently awaiting direction and clarification from Will Lightbourne, Director of DHS. The City is looking at a December issuance of the RFP. The City hopes to have an internal conversation between DHS, DPH and MOOH the first week in September, after the 5th when Maggie Donahue is back. The Strengthening Shelter Committee (SSC) will be feeding recommendations into this process as well. SSC is on timeline to have their work done by the end of November. The question was discussed as to whether the Board will see the RFP before it is publicly released. It's unclear at this time but that is the usual process. Kate will take that request back to DHS. Gail suggested DHS consider the CARE Council's model that has a technical assistance team built from people that won't be bidding on the project. This could be a model to look at. Roma supports both suggestions. Manny would like to Board not to forget that the original conversation was not to strengthen the shelter but redesign it, which he is still interested in doing. Kate reminded everyone that the SSC was working on 5-year recommendations and not just for input into the RFP. Kate will report back as details become available.

4) Election of new co-chair(s) for the Policy committee
Rita reports that she and John Baskerville have not yet had an opportunity to meet as the new co-chairs and wishes to table this item. It was suggested that potential conflict of interest be considered in the selection of a chair. The Board needs to be sure the chair won't slant the committee to their own agenda. Rebecca Brockert commented that it was her understanding from the Local Board meeting that this committee could nominate a new chair on its own. The Steering Committee would step in if no decision could be made. Johanna concurred that indeed that was the decision. Gail Gilman volunteered to serve as co-chair. George Smith volunteered to co-chair with Gail. Both Gail and George spoke of their background and both are free of McKinney conflict of interest. Roma commented that the Board needs to examine conflict of interest clearly and do it ourselves and not just depend on the City attorney for guidance. Johanna talked about the difference between the conflict of interest, which is typically understood to be a direct financial relationship, and a statement of disclosure. The group accepted George and Gail as new co-chairs and will present this to Steering and the full Local Board. It was commented that the Board always needs to be able to address conflict of interest statements in an open manner.

5) Continuum of Care Update
- Roma Guy introduced Wendy Phillips, who is a second year social work student at SFS. She is interning at Bay Area Homelessness Program. She will be working with the SSC of the Local Board. A big thanks to Roma. She'll be seeing where the match is between school and the committee's work. How this will fit in with the consultant will remain to be seen.
- Joyce Miller provided an update about the families in shelter subcommittee, formed under the housing committee. She is planning for the meeting to be the first and third Friday afternoon from 2-3:30 at Homeless Prenatal Program, to provide a neutral site. She will check with

Ramona, her co-chair to be sure. Cindy Ward from DHS is also suggested a retreat to focus on family issues. Joyce was thanked for her work on behalf of families.

- George wanted to discuss how the new document could be a working document and how that would fit with the consultants. The new Continuum of Care should be 'like a Bible' to the Board. Johanna reported that most of the committees are working on building accountability, timelines and implementation steps into the action steps. There are a few suggestions as to how to monitor the CoC. The Local Board could establish a standing CoC committee. The smaller committees could reform for a few months every year to check the progress on the action steps. These ideas should be discussed more at the Steering Committee.
- Johanna suggested that the Policy committee will need to revisit the Guiding Principles set up by the last Continuum of Care. Perhaps looking at those could work into setting the priorities for this year's McKinney funding and that way the Board could be ahead of the curve. It was suggested that the new co-chairs talk about when the Policy committee should take this one.

6) Overnight privileges in SRO's

Hank Wilson presented this issue originally during public comment at the last Local Board meeting. The policy of overnight guests at the SRO's can seriously impact how often a person may have to use a shelter or sleep on the street. Currently, both the private and non-profit have different polices on overnight guests. The City has never examined this policy and now would be a good time to look at this, particularly with master leasing. Gene asked if the City's master leasing agreements spell these policies out? Gail pointed out there are two distinctions to note. There are master-leased hotels which all have different policies-from 4 nights at the Housing Clinic to 14 for Mercy. Then there are private hotels, like the Patel's that charge for guests. HUD says no more than 14 overnights for occupancy laws. George suggested we study the City's master-leased hotels. Is there a legal limit for people in an SRO? The housing codes have laws. We'll need to understand the laws first.

Joyce pointed out that some hotels charge an adult rate for children and those rates change per hotel. Supervisor Newsom's office is investigating all this already. Roma pointed out that we will have to examine all the repercussions of this. We need to be clear that we can probably influence the public sector only, not the private. Currently the big issue for master leasing is access. It was suggested that this conversation should include Marc Trotz and Dar Kayhan because they are the City point people for this. Pati Boyle from Conard House reported that the SRO Collaborative has already been looking at the visitor policy and are working with the Rent Board to look at rights of tenants. Hank supports the 14-day policy with no charge. These rules profoundly effect couples, which may choose not to leave shelters as to not be split up. These rules came from good intentions of trying to control drugs and prostitution. We do have good working models out there. It would be helpful to try and standardize that more. The Board needs to keep in mind that there are also existing tenants in hotels that become master leased and they have rights as well. There is the concept of harm reduction in property management too. The safety and security issues need to be examined. After discussion, it was agreed to work with the SRO Collaborative and ask them to report back to us. Members should be invited to a Local Board meeting. Then we can ask the players directly what the consequences of a 14-day guest policy are to master leasing. Marc Trotz and Dar to be invited.

Meeting adjourned 2 PM.

MEETING FOR THE REST OF THE YEAR ARE AS FOLLOWS:

SEPTEMBER 14TH, 12:15-2:15 pm, 25 Van Ness, 8th Floor **OCTOBER 19TH, NOON-2 PM**

NOVEMBER 16th, NOON-2 PM **DECEMBER 21ST, NOON-2 PM**

Notes taken by Johanna Keeley, Mayor's Office on Homelessness

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Local Homeless Coordinating Board Policy Committee Meeting
Thursday, September 14th, 2000, 12:15 to 2:15 PM
25 Van Ness Ave, 8th floor conference room
AGENDA

I. **For discussion only:** The Guiding Principles to the Continuum of Care

II. **For discussion and possible action:** Any issues relating to the current Continuum of Care update.

III **For discussion and possible action:** Update on proposed legislation "notice and hearing requirement for cart removal"**Pending City attorney signed

II **For discussion:** Diversity and cultural competency training for the Local Board

**Document available at meeting

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[PERSONAL PROPERTY AND STORAGE CONTAINER REMOVAL AND STORAGE] AMENDING PART II, CHAPTER X, OF THE SAN FRANCISCO MUNICIPAL (PUBLIC WORKS) CODE BY ADDING ARTICLE 24 SECTIONS 1407 - 1414 TO CREATE PROCEDURES FOR REMOVAL OF PERSONAL PROPERTY AND STORAGE CONTAINERS FROM PUBLIC AND PRIVATE PROPERTY AND FOR STORAGE OF PROPERTY AND TO ENCOURAGE CITY DEPARTMENTS TO CREATE ADDITIONAL FREE STORAGE FACILITIES.

Note: This entire section is new.

Be it ordained by the People of the City and County of San Francisco:

Section 1. Chapter X of the San Francisco Municipal (Public Works) Code is hereby amended by adding Article 24 Sections 1407-1414, to read as follows:

ARTICLE 24

PERSONAL PROPERTY REMOVAL

Section 1407 Findings
Section 1408 Definitions
Section 1409 Notice of Storage Container Removal
Section 1410 Storage Container Removal
Section 1411 Removal of Personal Property
Section 1412 Storage of Personal Property
Section 1413 Locations for Free Storage of Personal Property
Section 1414 Severability

Sec. 1407. Findings. (a) The number of homeless individuals exceeds the number of shelter beds and affordable housing units available in the City and County of San Francisco;

(b) This shortage of appropriate shelter forces homeless individuals to rely on carts and other containers to store and transport their personal property. Confiscation of these containers may result in the loss of personal property; and

(c) This loss of property contributes to a cycle of homelessness that can be destructive and life threatening by depriving individuals of clothing, identification and hygiene accessories needed to gain employment and/or housing, and depriving individuals of coats, raingear, bedding, and other materials needed to avoid the threat of exposure from sleeping unprotected outdoors.

Sec. 1408. Definitions. (a) "Storage Container" shall mean:

(1) "Cart", which shall mean a device with wheels that is used by an individual for transportation of personal property, including but not limited to shopping carts.

(2) "Shopping Cart", which shall mean a basket that is mounted on wheels or a similar device generally used in a retail establishment by a customer for the purpose of transporting goods of any kind, and that has attached signage as set forth in California Business and Professions Code 22435.1 identifying the owner as a retail establishment.
(3) Any container, including but not limited to bags, backpacks, bedrolls, tents, tarpaulins or luggage, storing any personal property in usable condition that appears to be temporarily stored for later retrieval.

(b) "Personal property" shall mean property that consists of:

(1) Readily identifiable personal effects in usable condition or that appear to be temporarily stored for later retrieval, including but not limited to blankets, clothing, radios, TVs, sleeping bags, ground covers, toiletries, eye glasses, jewelry, medications, personal papers, recyclables, shoes, tarpaulins, empty bags, backpacks, tents or luggage and other items of significant value; and

(2) Storage containers as defined in this section except for shopping carts that have the signage set forth in California Business and Professions Code 22435.1.

Sec. 1409. Notice of Storage Container Removal. Not less than 24 hours prior to the time a City employee removes a storage container that is or contains personal property, an employee shall attach to the storage container a notice that states that the City intends to remove the storage container and its contents. Such notice shall include: (1) the name, address and telephone number of the Department removing the property; (2) the date and location of the property at the time the employee attaches the notice to the cart; (3) the address and telephone number of the location where the property will be stored; (4) times at which the storage location will be open for retrieval; and (5) a list of free storage facilities.

Sec. 1410. Storage Container Removal. (a) A City employee may remove a storage container from public property only in the following circumstances:

(1) If the storage container is not moved to a different location within 24 hours of when an employee attaches the notice required in Section 1409; or

(2) If immediately necessary to protect the health and safety of the public; or

(3) If a police officer believes that the storage container is evidence or instrumentality of a crime other than a violation related to the possession of the storage container itself. An officer may not remove a shopping cart based only on the fact that the shopping cart is evidence or an instrumentality of a violation of California Business and Professions Code §22435.2.

(b) A City employee may remove a storage container from private property only in the following circumstances:

(1) If the property owner requests that the City remove the storage container; or

(2) If the storage container will impede emergency services; or

(3) If a police officer believes that the storage container is evidence or instrumentality of a crime other than a violation related to the possession of the storage container itself. An officer may not remove a shopping cart based only on the fact that the shopping cart is evidence or an instrumentality of a violation of California Business and Professions Code §22435.2.

(c) A City employee may move a storage container on public or private property a reasonable distance if the location of the container either poses a safety risk or impedes emergency services.

Sec. 1411. Removal of Personal Property. (a) If a person claims ownership of personal property when the City employee is removing the property, the employee shall return all personal property, including any cart other than a shopping cart as defined herein, to the claimant. The employee shall give a claimant a reasonable time to remove personal property from a shopping cart prior to removal of the shopping cart.

(b) If no one claims the personal property being removed the City employee shall take the personal property, including any storage container that is personal property, to a designated facility for storage, and complete a log indicating the date, time and location from which the employee removed the personal property.

Sec. 1412. Storage of Personal Property. The City shall hold personal property, including any storage container that is personal property, removed pursuant to this article for 60 days before disposing of the personal property, unless the Department of Public Health determines that it would jeopardize the health and safety of the City employees to store the property. If the Department of Public Health makes a determination that it would be a health hazard to store the personal property, the Department shall document with specificity the circumstances on the property log.

Sec. 1413. Locations for Free Storage of Personal Property. The Board of Supervisors encourages City Departments to increase the number of locations for free storage of personal property of homeless people to avoid the necessity of leaving one's property unattended on the street.

Sec. 1414. Severability. If any part or provision of this Article, or the application thereof to any person or circumstances, is held invalid, the remainder of this Article, including the application of such part or provision to other persons or circumstances, shall not be affected thereby and shall continue in full force and effect. To this end, provisions of this Article are severable.

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LOCAL HOMELESS COORDINATING BOARD
MINUTES OF THE POLICY SUBCOMMITTEE MEETING
Thursday, September 14th, 12:15-2:15 PM, 25 Van Ness Ave, 8th floor, San Francisco, 94102

1) Call to order

Meeting was called to order by co-chair Gail Gilman at 12:20 PM. Gail introduced herself and announced the intention that this committee will start on time and encourages all to read all attachments and materials before the meeting.

Board members present: Rita Semel, Gene Coleman, Joyce Miller, Johnny Baskerville, Rebecca Brockert, Jennifer Friedenbach

Public Present: Deven Richardson (MOOH), Kathleen Gray (COH), Mara Raider (COH), Adam Arms (COH), Wendy Phillips (BAHP), LS Wilson, Jr (COH), Whirlwind Dreamer (COH), Johanna Keeley (MOOH)

2) Consideration of proposed legislation "Notice and Hearing Requirement for Cart Removal".

Gail moved this item to the top of the agenda. Gail reviewed last month action items given to Mara Raider and COH to have this item reconsidered by the Policy committee. The legislation has been reviewed and signed by the City attorney. It is attached to a cover letter from Supervisor Ammiano and also a letter summing up the legislation from Mara. It was also distributed beforehand so that the committee could read it. The Coalition is asking for the policy committee to support the legislation by a letter of support to Sup. Ammiano as well as a written directive to the Board of Supervisors to take this up as a matter.

Rita Semel commented that the usual manner is for the Board to write a letter of support after the legislation has been introduced, not before. Jenny Friedenbach responded that the Local Board should be playing a role in working with proposed policies before enactment. We should be encouraging community groups to come to the Local Board to get conceptual and practical support. This would create an organic process that would have the Local Board involved more. Rita didn't agree.

Gene Coleman suggested these are two different issues; a philosophical issue and then a governmental procedural issue. The Local Board doesn't know where it fits. He suggests separating these items. How the Local Board gets and responds to information is a different agenda item. If there is an urgency on this, we should vote today but come back to this for discussion and clarification.

Jenny suggested that the Board handle these issues separately. One, a letter of support to Sup. Ammiano that encourages him to introduce this legislation and then once it is introduced, a letter of support to the Board of Supervisors.

Mara noted this has been on the agenda of the Local Board Policy committee for quite some time. She has done all the committee has asked of her and even made changes in the language based on input from last month's policy meeting. If this will be only a 'conceptual' discussion, why did I bother to do the work? It was a waste. We are asking for a recommendation to be attached sent to the Board of Supervisors.

Rita said she never got a copy. Error and apologies from Johanna. Everyone else got theirs in time.

Gail commented that we can't solve the procedural issue today and requested that Gene maybe should take it up in the Communication committee. Directed the Board that they owe Mara, on behalf of COH, to look at, consider and discuss the legislation. She urges the group to do so and ask concrete questions regarding this document and if we want, we can vote on it. We need to honor our previous conversations.

It was agreed that the Board could recommend some language changes if it really wants to but that would involved sending the legislation through the City attorney's office again. Of course, the Board of Supervisors could change the language, too. Rita commented we only had 'pro' people here today.

Another discussion then ensued about the origin of the legislation. It had been introduced by Sup. Ammiano previously but because no action had been taken on it, it is automatically filed after 6 months. This legislation before the committee today is an amended version of that. Ammiano's office technically is the group that took this legislation through the city attorney's office, as community groups don't have that access. The legislation has been approved to form and some changes were made to content, according to Adam Arms.

Again, a request was made to get into the discussion. Jenny pointed out the if the Local Board really wants to play a part, we need to be accommodating and embracing to local community groups. COH wants to help legitimize the Board; we shouldn't talk down to them. COH didn't have to bring this legislation here; they are trying to legitimize a community process.

Mara then clarified some questions about section 1408, definition of a shopping cart. Mara summarized that essentially any property that is obviously stored needs 24-hour notice before removal. If the cart has signage (Safeway, for instance), and the owner wants it back, the owner can take it. If the cart doesn't have signage, it's considered personal property. It was asked and answered that the 24 notice will have address of all City free storage. Gene Coleman requested clarification on Section 1410, line 13. He wanted to know about California Business and Profession Code 22435.2. It was made clear that this legislation wouldn't override or contradict any current laws, but would reverse a City policy of confiscation. Adam says the current law states that it's a misdemeanor to be in possession of proper signage cart but you can't arrest people. There was some question as to the use of the word 'may' by Deven Richardson in section 1410. Adam reports that the City suggested this language attorney and that it is confusing but he wouldn't want to mess without the City attorney present. Deven stated that Safeway, for instance, isn't really coming after their stolen carts. They just pass the cost onto the consumer.

Rita proposed a motion that the policy committee recommends to the full Board support of this legislation and that a letter of support is written to Sup. Ammiano to encourage him to introduce this legislation. Joyce Miller seconded. An amendment was proposed by Rebecca to add a request to the Board of Supervisors to consider this legislation. Rita would not consider adding this to her proposal and so it was separated. Jennifer proposed that after introduction of the legislation, the Local Board would send a letter of support to the full Board of Supervisors. Rita wished to separate the steps as courtesy to Sup. Ammiano and that it is a procedural difference. Rita stated we've only heard from proponents and doesn't want to preclude the other side speaking. She knows where her heart is but we need to hear from the business community, merchants, etc. Rita stated the Local Board isn't a special interest and it was discussed that the Board represents homeless issues, not individual groups or people. Gail commented that the Supervisors letter refers to introduction of this legislation. This sort of discussion of all parties will happen at the Board of Supervisor level as well. Jenny responded to Rita that COH doesn't represent a few people but they do 22 outreaches to homeless people and reach 100's. We need to support these people. Rita replied that again, COH is one of many interests. She will not allow the Board to be a rubber stamp for COH. Rebecca commented that the harder we make it for community groups to come to us, the less likely we will. She made a plea to encourage people to make this process easier. This is what homeless people have said they want. We need to consider the motions on the floor. I personally don't need to hear from the business people at this time. Gene clarified Robert's rules of order for the group. The two motions are:

1. *The Policy committee recommends to the Local Board support of this legislation and also to write to Supervisor Ammiano encouraging and supporting him in introducing this to the Board of Supervisors.* **All voted yes.**

2. *Pending introduction of this legislation to the Board of Supervisors, the Local Board will support the legislation by at least a letter and possible more.* Seconded by Rebecca. **All voted yes.**

Deven Richardson wanted the record to reflect that George Smith would have abstained, had he been present.

3) Guiding Principles

Johanna provided the background to this item. The Policy committee will need to consider overall principles for the Continuum of Care plan. The subcommittees will be articulated some, the consultants will note others in their work but this group should pull these areas together. The McKinney work team suggested that the development of guiding principles might serve as a springboard for the development of this year's McKinney priorities. Joyce Miller requested that everyone get a copy of the HUD plan "how to write a Continuum of Care plan". Johanna commented that she'd given copies of those to the consultants, who reported it was a very basic guide and seemed to be written for those communities just beginning this process. However, there is useful material in it. It was discussed whether the guiding principles are locally driven or federally. Again, locally driven was the answer and for the plan to really succeed, buy-in from every facet of San Francisco needs to happen. We want to be ahead of the curve and try and represent the whole city.

It was discussed what the actual role of the Policy committee is. Gail will speak with George and it can go on the agenda for next meeting. Rita said when she and Laura planned out the group structure, specifics as to procedure weren't developed. Johanna will provide groups with original work descriptions for each committee created earlier in the year. With this, the group doesn't have to start from ground zero to determine its role. Gene commented that because the Local Board doesn't know what we are, we get uncomfortable doing anything. Maybe it is a communications committee issue. We need to design how to respond in a formalized way. We need to put out the invitation to everyone and do it here. The Board will only function if trust is developed so that one committee can trust another one's work. Rita commented that the guiding principles appear to have a process imbedded in them. Rebecca said the Board has made real progress in our communication and trust level but can still get lost sometimes. Gail said her committee would establish accountability and that she will encourage people to come to her with concerns over the work of her committee and then the process at the full Local Board meeting could be expedited. Rita suggested that she and John as co-chairs will send out a letter to all Board members and follow up with phone calls to encourage consistent participation. This followed to a discussion of the empty Board seats and the need to revise the membership committee. As far as retaining members, we really need to look at the buddy system. A brief discussion was had as to the empty seats. The foundation and business seats have always been difficult to fill and the Mayor's seats often wait until he is ready to fill many at once.

At the Steering Committee meeting of 9/25, it was decided to have the Steering Committee take on the guiding principles as well as looking at the structure of both of the standing committees. Therefore, no items scheduled for next meeting at this time. Meeting adjourned 1:50 PM.

MEETING FOR THE REST OF THE YEAR ARE AS FOLLOWS:

OCTOBER 19TH, NOON-2 PM, 25 Van Ness, Room 720

NOVEMBER 16th, NOON-2 PM **DECEMBER 21ST, NOON-2 PM**

Notes taken by Johanna Keeley, Mayor's Office on Homelessness

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Local Homeless Coordinating Board Policy Committee Meeting
Thursday, October 19th, 2000, Noon-2 PM
25 Van Ness Ave, Room 720
AGENDA

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1. **For discussion only:** Presentation of new outreach policy for San Francisco/First Response.

2. **For discussion and possible action:** Consideration of letter of support for the proposed Mission Neighborhood Resource Center

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LOCAL HOMELESS COORDINATING BOARD
MINUTES OF THE POLICY SUBCOMMITTEE MEETING
Thursday, October 19h, Noon to 2 PM, 25 Van Ness Ave, Room 720, San Francisco, 94102

Board members present: Gail Gilman, George Smith, Bob Nelson, Jennifer Grant, Gene Coleman
Non-Board members present: Michelle Bryd (DHS), Johanna Keeley (MOOH)

1) Call to order

Meeting was called to order by co-chair Gail Gilman at 12:17 PM. The first agenda item was a presentation of the First Response plan by George Smith. George says that over one year ago, he started to rethink the system. Our current system has little services available after 5 PM, with the exception of George and the MAP vans. The new system reflects the idea to replicate what the City does during the day in the evening. The MAP drivers are going to be retrained as outreach workers. They will be trained in conflict resolution and other intervention services. They will be used for a first level of assessment. MAP's original idea has been outreach but slowly turned into something else and now, could be viewed as a taxi system. George believes that able-bodied people in the shelter should be using MUNI, not the MAP van. Tokens will be provided. The MAP van will continue coordinated referral and do serve the disabled in the shelter. The new outreach workers will be similar to the 'Ambassador' program in NYC, where the workers interact with residents and neighborhood businesses by actually getting out of the van and walking in the neighborhoods. The plan is to have 3 shifts of two people each. This is on about the same budget with some addition from leftover Mission Rock money. They will be hiring 6 new people. They hope to have two vans on the street at all times with more intensive dispatch. Eventually, George would like to see the program have teams assigned to 4 quadrants, working out of the neighborhood resource centers. The resources would be built around the teams. George reviewed the handout. He would like a non-emergency number, like '311' to triage calls. This dispatch line is separate from the police and fire dispatch. There was some concern expressed over the strain of this input into the dispatch system. For the short term, the number will remain the current MAP number. The dispatch workers will be trained. George pointed out that Nordstroms is helping with the cost, as they see it as a neighborhood improvement. The highlight of the program is moving from the concept of transportation to intervention.

The MAP drivers are enthusiastic about the program and many of the ideas came from them. Some of the new outreach workers will be bilingual. The training will resemble the Community Health Outreach Worker (CHOW) training. George will also be working with Black Coalition on AIDS (BCA). He has some ESG funds for training.

George explained the Health Realization component that is included in the training is to help the outreach workers cope with stress. There will be feedback sessions with the MAP workers to fine-tune the program.

The skilled teams will be doing the client tracking. The First Response team is designed to go beyond simply working with the homeless. For families, Oshun was originally designed to be a 24-hour site but isn't yet. DHS will have to help with that.

Gene Coleman talked about the history of the MAP van, which was originally designed for public inebriants and how it had been a critical first step in move towards sobriety. Gene also wonders about the ADA requirements for the van. In response to questions, George reports the union is all for the idea and the new position comes with more pay.

George formally asked the Board to support the redesign of the MAP system to the First Response. The Board asked if someone from CATS could present to the Local Board as it's their contract, although an MOOH project. Technically, it's a DPH contract with CATS but it's all under the Mayor.

Gene Coleman moved to approve the motion. Jennifer recommends adding a page to expound on the target population and clarifying what is going to remain the same.
The group approved support of the First Response team, asking for a presentation along with CATS as the next Board meeting and an addition document about target populations and what will remain the same about MAP.

2) Mission Neighborhood Resource Center
Michelle Byrd presented on behalf of DHS. DHS did an analysis of the access to homeless services and found certain neighborhoods were lacking access. These neighborhoods were Bayview, South Beach, the Mission and the Haight. The South beach neighborhood center has been operating for one year. The services offered are showers, case management, laundry, voice mail and lockers. The idea is by creating a comfortable, accessible environment, the case managers can start to engage the clients. Each center is focused on the particular need in that neighborhood. In the Mission, there is a big heroin problem. DHS did extensive community outreach and received one respondent, which is a collaborative between Mission Neighborhood Health Center, Quan Yin, Mission SRO Collaborative, Mission Council and the Mission Mental Health. They have a list of neighborhood businesses that support the concept. The citing of the program has been a real barrier due to the spiraling costs of rents. DHS got approval of a holding fee, which could reserve a spot while the community process happened.
DHS has found a location at 165 Capp Street. It has 6,500 square feet. It's present use is manufacturing and the current owner is willing to lease is at Fair Market Rate. They have sponsored two meetings already and had a total of 300 people participate. One day meeting happened at the Apollo with about 3-40 people there and then one evening meeting. They have encountered two people that oppose the Center. One is the owner of the Victoria building. They feel the Mission doesn't get the respect it deserves. The other opponent is John Lum, an architect in the neighborhood. The proposed building is seismically upgraded and painted. It will need bathrooms and showers but otherwise is in good shape.
The committee suggested adding SAGE to the Center to address the prostitution issue. The owner wants to lease directly with the City. Michelle fear there may be a problem at DBI. She would like the Board to write a letter of support to the Human Services Commission, the Finance Committee and the Board of Supervisors.
The timing of the Center is that on 11/16 at the Human Services Commission, 11/29 at the Finance committee. Michelle would also welcome letters of support from residents.
Bob Nelson formally asked the Local Board to send letters of support for the MNRC to the appropriate bodies. Gail Gilman seconded with an amendment the letter include encouragement for funding for 24-hour services.
Bob stated it's important to realize that there are many other homeless in the Mission who will not come down to 16th and Mission due to the drugs and prostitution. Eventually, we'll need another resource center at the other end. Michelle pointed out the DHS is undergoing a strategic process for decentralizing their services.
Meeting adjourned 1:50 PM.
Next meeting is November 16th at noon at 25 Van Ness, Rom 720.

Notes taken by Johanna Keeley, MOOH

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

November 13, 2000

Human Services Commission
170 Otis Street
San Francisco, CA 94102

SAMPLE

Dear Commissioners:

This is a letter supporting the Mission Neighborhood Resource Center at the proposed location at 165 Capp Street. The Local Board supports the concept of comprehensive, peer-based culturally appropriate services in the neighborhoods in which they are needed. The Department of Human Services has created a growing coalition with the Local Board, neighborhood residents and merchants, the Department of Public Health and the Mayor's Office. Other neighborhood centers are already working effectively in other San Francisco neighborhoods to provide quality services locally offered.

The neighborhood resource center will accomplish much to reduce the level of concern about homeless people in that neighborhood. Additionally, the center will not only serve homeless people but those at risk for homelessness, as well as seniors, SRO tenants, immigrants, drug and alcohol users and people involved in the sex trade. This will enhance the quality of life for all the residents in the neighborhood by offering a safe, comfortable and supportive alternative to the street. The Center is a humane and comprehensive response to profound human needs as well as a means for proactively addressing a challenging social issue.

We recognize that the City has been searching for an appropriate site in the neighborhood since July 1999. With the escalating rental situation, this may be one of the last affordable opportunities to provide quality services in the Mission neighborhood.

We hope you will support the Mission Neighborhood Center at 165 Capp Street and give it every consideration.

Sincerely,

Gail Gilman, Co-chair of the Policy Committee

George Smith, Co-chair of the Policy Committee

Rita Semel, Chair, San Francisco Local Homeless Board

25 Van Ness Ave, Suite 750, San Francisco, CA 94102, ATTN: Liaison to Local Board
415-252-3158, Fax: 415-252-3118

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Local Homeless Coordinating Board Policy Committee Meeting
Thursday, November 16th, 2000, Noon to 2 PM
25 Van Ness Ave, Room 720

THIS MEETING IS SOLELY FOCUSED ON PREPARATION FOR THE MCKINNEY APPLICATION

AGENDA

I. **For discussion and action:** Review of ADA questions and process for McKinney 2001 applications in regards to what instrument to use, what are the training issues and what is the timing for the review?

II. **For discussion and action:** Shall there be a 28 day or 45 day period between when the Bidder's Conference happens and when applicants proposals are due?

III. **For discussion and action:** What shall be the policy on late applications? How shall it be enforced?

IV. **For discussion and action:** Does the Board wish to set a policy on budget increases for renewal McKinney projects and if so, what would that policy be?***

V. **For discussion and action:** Mandate non-conflicted Board members to be priority panel members.

**Document available at meeting

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Memorandum

4340 – 25th Street, San Francisco, CA 94114
Phone: (415) 826-2409
Fax: (415) 826-3558
E-mail: Sercle@aol.com

September 11, 2000

TO: Local Board Steering Committee for October meeting

FROM: Barrie Grenell, McKinney application consultant BG

SUBJECT: **POLICY ON PROJECT BUDGET INCREASES.**

In the past, HUD allowed for budget increases of 3% on renewal projects. Last year, HUD changed their policy and left it open—no limitation. In last year's application, some agencies asked for less, some went with a modest increase, and others increased their budgets quite a bit. There was no local policy on this, and even though information was provided about increases to the Priority Panel, the different levels of budget increases did not come up and the budgets went through as proposed.

The purpose of this memo is to ask whether the Local Board wants to set any policy on allowable budget increases, and, if so, what would that policy be?

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LOCAL HOMELESS COORDINATING BOARD
MINUTES OF THE POLICY SUBCOMMITTEE MEETING
Thursday, November 16th, Noon to 2 PM, 25 Van Ness Ave, Room 720, San Francisco, 94102

Board members present: Gail Gilman, Bob Nelson, Jennifer Grant, Gene Coleman, Rebecca Brockert, Rita Semel
Non-Board members present: Johanna Keeley (MOOH), Barri Grenall (DHS, consultant), Susan Mizner (MOD), Kim Fergison (MOCD), Yulitza Peraza (DHS), Winnie Xie (DHS), Jeff Sherman (Episcopal), Wendy Phillips (BAHP)

Gail Gilman called the meeting to order at 12:06 PM. She added one item to the agenda under item 2, a letter to the applicants from DHS regarding monitoring visits. She assigned 20 minute time limits to each item. She asked that participants keep their comments brief and raise their hands. She set aside the beginning of the meeting for public comment and it was suggested that this be listed on future agendas
Public Comment: Jeff Sherman had three areas of concern regarding trainings for applicants for the McKinney competition. First, he didn't feel there was a long enough turnaround period from the Bidder's Conference to the due date. Secondly, he felt the diversity training didn't feel relevant. It wasn't clear to him who needed to be there. Didn't feel clean. The Diversity committee might be able to help that in the future. Thirdly, the disability training was great if you were a housing provider but he is an employment provider and little was of use. The facilitators needed more information. It was an area of big concern.
Jeff felt even if he had time to complete some of the part ahead of time that there still wasn't enough time. It was pointed out that it was even more difficult if it was a collaborative effort. Other applicants at the table echoed Jeff's comments.

1. ADA issues for McKinney
The group began to discuss if the ADA/disability training should be mandatory or voluntary for applicants. Susan feels it should be voluntary because there are other training efforts taking place through out the year on this, such as the Fair Housing Amendment training. That training will be mandatory for any agency that gets City money. Jeff would like to see a general training and then a breakdown into smaller groups, depending upon the area they work in.
It was discussed that to deal with this issue, the group must be clear on what the training is for. Is it to put in a good 'paper' application or to achieve program compliance with ADA? We don't want to end up with excellent answers on papers but poor practice. Susan feels the goal would be two-fold; to help with the application but also to assist the agency in identifying areas for change and articulating where they are doing well. Susan would have no interest in doing technical assistance only. A good training would have both paper and program aspects. It was also mentioned how a collaborative would answer the ADA questions; individually as each agencies, which can get bulky or as one application.
Jennifer grant proposed that the Local Board table for later the idea of trainings throughout the year. **She proposed that there be a voluntary disability training and that two pieces of it would be technical assistance and then program compliance expectations for potential McKinney applicants. This would be distributed before the NOFA is released, maybe January.** Bob feels it would be helpful to know the weight of the ADA part of application as well as the repercussions for checking 'no' in some of the boxes. He clarified that while he would send program staff to a general training, he would send the grant writer to a technical training.

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All voted yes to Jennifer's proposal.
For collaborative applications, it was suggested to only assign one priority panel reader one application, as they are so lengthy. The group strongly felt each agency in a collaborative should fill out the ADA questions.
Susan reviewed the draft ADA tool she brought. It is divided into 3 sections, with programmatic access being the critical one. Homeless people have a highest proportion of disabilities than any other population. It was suggested and agreed to limit the answers for #4 to one page maximum. It was also clarified that this was for the specific program, not the agency. It was also suggested to add that to the top as well as what the repercussions would be. Susan will make the suggested changes and get the draft to Johanna. Johanna will mail it out with the agenda for the next Local Board meeting on December 12th. It was suggested that if it does go out early before the release of the NOFA, that it should be tied to a training.

2. 28 or 45 day period between Bidder's Conference and due date.
Barri reports there is a lot of work that takes place after applications are submitted. She feels we can do much of the application beforehand. We could even do the Bidder's Conference before the NOFA is released and speed up the whole process. After discussion, the group felt that the issues of disability and cultural competency could be done earlier, but the Bidder's Conference should not be until the NOFA is out.
A motion was made to complete the disability and cultural competency before hand. After the NOFA is released, have the Bidder's Conference with 28 days before proposals are due.
All voted yes.

3. Policy on late applications
The first thought of the group was no, reflecting the thought that this is a competitive process and that undermines the fairness of the competition. The group discussed how this would apply to incomplete applications. Gene explained that for MOCD, no late applications are accepted but if a 'higher authority' feels a program is critical, it can be placed in. This happened at MOCD but they got a penalty. The Board agreed they need to clear about expectations.
A motion was made and accepted that late applications will not be accepted.
A second motion was made and all voted yes.
Completed applications will be accepted until 5 PM on the due date. The applicants must be in the DHS building, 1440 Harrison Street, by 5 PM on the due date. No late applications or parts of applications will be accepted after the deadline has passed. Applicants will be given receipts. A non-conflicted Local Board member will be present to assist DHS on the due date.
Yulitza agreed to draft a letter for the Local Board and get it to Rita and then it can be sent out to the program managers.

4. Monitoring visits by DHS
Yulitza presented a draft letter DHS is preparing for the applicants. Due to budgetary reasons, there will be no assessment reports this year. There will be a monitoring reports but that won't include focus groups. DHS is planning on a monitoring report, informed by a site visit.
Suggestions to the letter included:
Ask client number for most recent operating year
If ask for numbers of client since receiving HUD funds, specify what year program started.
A point in time number is helpful.

The group strongly suggested a page limit.
Asking if they have a means for client feedback and attaching a sample.

The group would like to see a client be spoken to on the site visit but only Yulitza and Winnie from DHS are doing this project. The committee supported the letter and informed DHS they could send it out, taking the above suggestions into consideration.

Gail skipped item 4 due to time considerations and it will be on the agenda for the December meeting.

5. Participation of Board members for priority panel

The group commented they can't 'mandate' or 'require' as it may result in readers not giving the applications full consideration. Additionally, it could cause conflict between Board members. It was suggested and agreed to use the word, "expect".

It is expected that all non-conflicted Board members will participate on the priority panel.
All voted yes.

Meeting adjourned at 2 PM.
Next two meetings scheduled for December 21st, Noon-2 PM and January 18th, from noon to 2 PM.
Notes taken by Johanna Keeley.

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Local Homeless Coordinating Board Policy Committee Meeting
Thursday, December 21st, 2000, Noon to 2 PM
25 Van Ness Ave, Room 720
AGENDA

12/21/00

I. **For discussion and action:** Development of a process for the Local Board members to interact with the Board of Supervisors.

II. **For discussion and action:** Does the Board wish to set a policy on budget increases for renewal McKinney projects and if so, what would that policy be?***

III. **For discussion and action:** How shall the City fund evaluations of the renewals? Should the City ask the sponsors to add 2% to their budget to cover the costs?

IV. **For discussion and action:** If the pro rata share for San Francisco increases, what will be the Board's strategy for handling the increase? For example, will renewals go in for three year funding? How will new projects be solicited?

V. **For discussion and action:** Consideration of recommendations of Funding Committee regarding the public budget forum. How shall this inform the setting of this year's priorities?

**Document available at meeting.

**** Public comment available at start of meeting and before every vote.**

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Local Homeless Coordinating Board

December 21, 2000

SF Local Homeless Coordinating Board - Policy Committee

LOCAL HOMELESS COORDINATING BOARD
MINUTES OF THE POLICY SUBCOMMITTEE MEETING
Thursday, December 21, Noon to 2 PM, 25 Van Ness Ave, Room 720, San Francisco, 94102

Board members present: Gail Gilman, Bob Nelson, Gene Coleman, Rebecca Brockert, Rita Semel, Winna Davis, George Smith
Non-Board members present: Johanna Keeley (MOOH), Barri Grenall (DHS, consultant), Yulitza Peraza (DHS), Wendy Phillips (BAHP), Michelle Bryd (DHS), Bonita Davenport (DHS), Michael Reed (CCHH), Jim Kennedy (PIC), Adam Arms (COH)

Gail Gilman called the meeting to order at 12:08 PM. The agenda was approved with the addition of one item under #3. Yulitza Peraza wanted the Board to consider DHS doing evaluations on those projects which weren't evaluated last year, due to lose of staff (Winnie Xie is moving to the Commission on the Status of Women) and lack of funds.
Gail Gilman acknowledged that this is Johanna Keeley's last meeting as liaison to the Local Board. She hopes the Mayor's Office is able to find someone who will do the job as well.

I. For discussion and action: Development of a process for the Local Board members to interact with the Board of Supervisors. For this issue, Laura Ware wrote up the currently Board approved policy for taking public positions and visiting public officials. Although the Board passed this policy, few members were aware of it. This issue surfaced due the issues around the cart removal legislation. Firstly, it was pointed out the Board should do a better review of the minutes so that approved actions are clearly understood. It was suggested this policy be broadened to include instances when a quick turn around on actions is warranted. There are two issues. First is the strategy and then there is the step-by-step implementation. This idea of a legislative committee, as a subcommittee of the Policy committee was suggested. It was requested that in the development of policy that the input of community groups be taken into account. All Board meetings are public and anyone can participate. Adam Arms requested that he would have liked the Local Board to consider some action on support of the Cart legislation today. Due to Sunshine and scheduling that wasn't possible. For getting things on the agenda, community groups can contact either the liaison or the co-chairs of that committee. This process should be discussed in the policy. Adam formally asked Gail as chair to schedule for January a discussion and possible action item to consider bringing the cart legislation to each Board of Supervisor member to encourage them to introduce it as a group to the Board.
A formal motion was made to send this to the 1/22/01 Steering committee for revision. Rita, Bob, Gene and Gail agreed to work on a draft. Gail will coordinate scheduling meeting and also try to get draft out with agenda 72 hours in advance. All agreed.

II. For discussion and action: Does the Board wish to set a policy on budget increases for renewal McKinney projects and if so, what would that policy be?
No policy was set on this last year or ever because the City made a decision to try and keep the HUD request high to improve probability of a higher' bump'. That meant that some agencies made increases in their budget and received it and there was wide disparity in the amount of increases requested. No agency has ever been financially cut from their renewal request. HUD allows for 3% for COLA's. Last years spread sheet did show comparison increases but the general feeling was that was ignored by the priority panel members. Things like rent increases, living wage implementation, heating costs, non-profit admin salaries could and do drive costs up. There are many reasonable justifications for asking for increases. The issue is who would decide what a reasonable justification is and organize that piece of the application. It was generally agreed to make it easy as possible for the priority panel members. It was also agreed that the priority panel members should be given specific instructions on how to deal with budget increases. Rita proposed a motion that any increase need to be justified by that the Board should keep the guidelines broad to encompass the many reasons an increase could happen. Upon further discussion, that proposal was withdrawn. Barrie Grenell proposed that there should be no increases without justification. This was modified to only up to 3%. Rita formally proposed this, Gene seconded. The Board recognizes it still needs to deal with the judging and rating of justifications.
For action at the Full Board meeting: No budget increases for McKinney renewal projects shall be considered without justification and then only up to 3%.

III. For discussion and action: How shall the City fund evaluations of the renewals? Should the City ask the sponsors to add 2% to their budget to cover the costs?
Yulitza passed out a sheet containing new renewal for this year (6 projects) and the potential renewals that could be back from last year. Totals around 15 million. Due to lack of funds and staff, Yulitza would like to do evaluations for the 6 new renewals only. The committee discussed the proposal of adding 2% to the sponsor budget, which HUD would pay for and would then go to the City to pay for evaluation. Everyone agreed there is a need for evaluation. However, 2% of 15 million is $300,000 and that seems high. Bob Nelson strongly felt that if HUD pays, then that money doesn't go to projects and programs are cut off the list. The City should pay for this, as they have stewardship for this money. Bob proposed that the City and County of SF fund the evaluation, even going to the Board of Supervisors for the money, if necessary. Rebecca seconded. Gene felt it was a disservice to just say 'the City' because no one will take responsibility for it. The group discussed that it needed to define the parameters and scope of the evaluation to determine the amount of funding needed. Rita suggested 25K as an amendment but it was rejected for being too low. Gail suggested 50K and the Mayor direct a department to fund. That was also rejected. It was pointed out the timeline for this is only about 3 months. Evaluation for most of these projects exist, just not done by the Local Board. The scope of the evaluations was described as focus groups, surveys, gathering together the already existing monitoring reports. After further discussion, Bob withdrew his motion. He motioned, "the Local Board requests that MOCD consult with their current contractors to see if they can do the McKinney evaluations." It was stressed that the turnaround time for this needs to be very fast. Gene agreed to have a response to the Local Board as the Board meeting on 1/8/01. The motion was voted and agreed and moved to the Local Board as potential action item.

Meeting adjourned 2:05 PM.
Notes taken by Johanna Keeley, MOOH
Next meeting: January 18th from noon to 2 PM, 25 Van Ness, Room 720.

48.

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8/01

Local Homeless Coordinating Board Policy Committee Meeting
Thursday, January 18th, 2001, Noon to 2 PM
25 Van Ness Ave, Room 720

AGENDA

I. **For discussion and possible action:** Request to bring to the Board of Supervisor members the 24 hour cart removal legislation for introduction to the Board.

II. **For discussion and action:** What will be the cultural competency and disability trainings for the sponsors? Will cultural competency be mandatory or voluntary? If mandatory, what are the consequences of not attending?

III. **For discussion and action:** What policy, if any, should be set on the ability of renewals keep renewing? Should new projects be solicited? If yes, how?

IV. **For discussion and possible action:** When are board members conflicted? What makes board members conflicted and when can conflicted board members no longer be part of the process?

V. **For discussion and possible action:** Creation of priorities for McKinney 2001. Consideration of recommendations of Funding Committee regarding the public budget forum.***

***Document available at meeting.

***** Public comment available at start of meeting and before every vote.**

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1/8/01

LOCAL HOMELESS COORDINATING BOARD
MINUTES OF THE POLICY SUBCOMMITTEE MEETING
Thursday, January 18, 2001, Noon to 2 PM, 25 Van Ness Ave., Room 720

Board members present: Gail Gilman, Rebecca Brockert, Bob Nelson, Michael Bennett, Gene Coleman, George Smith
Non-Board members present: Kym Valadez (Swords to Plowshares), Yulitza Peraza (DHS), Kathleen Gray (Coalition on Homelessness), Mara Raider (Coalition on Homelessness), Michelle Byrd (DHS), Bonita Davenport (DHS), Wendy Phillips (Local Board Liaison)
Gail Gilman called the meeting to order at 12:20 p.m.

I. For discussion and action: *Request to bring to the Board of Supervisor members the 24-hour cart removal legislation for introduction to the Board.* Gail Gilman began this discussion by reminding committee members what the Board has done so far: 1) Voted to support the introduction of this legislation to the Board of Supervisors by writing a letter to Tom Ammiano asking him to introduce it, and 2) Voted to actively support this legislation after it is introduced to the Board of Supervisors. [This happened at October 16 Full Board meeting.] Bob Nelson concurred. Mara Raider said that her understanding was that the spirit of the motions passed by the Board was to help this legislation get passed. Since she thought this discussion would happen at the last Policy meeting, the former request she had made to this committee was not longer timely. The request she is making today is for the Local Board to write a letter to each of the other Supervisors asking them to support this legislation. Bob explained that the board is currently in the process of clarifying the procedure for taking public positions, but that right now decisions made by the Policy committee need to be approved by the full local board before they can be acted upon. Mara said in that case, she would cancel the request to write letters since it is, again, a time-sensitive request. She then made a second request that someone from the Local Board testify in support of the legislation at the Board of Supervisors subcommittee hearings. Gail clarified that for time-sensitive issues, recommendations can go directly from the Policy to the Steering committee for a vote. The next Steering committee is Monday, January 22nd, so if this committee voted on a recommendation today, it could be voted on by Steering on Monday. Mara said she was very frustrated with this process. Kathleen said she didn't understand what the problem was. Her understanding was the Board would do whatever it took to support this legislation. Gail clarified that the Board only voted on the two specific things mentioned earlier. If the Board is going to do anything else, it would need to be voted on. She asked Mara if Monday, January 22nd would work for the Steering committee to vote on writing letters. Mara said it would, but only if the letters were written by Tuesday, January 23rd. Rebecca clarified that the letter would be written by the Co-chairs of the Board. Yes. **Rebecca then made a motion that the co-chairs write letters to members of the Board of Supervisors recommended by Coalition on Homeless by Tuesday, January 23rd in support of the 24-hour notice for cart removal legislation. Michael Bennett seconded the motion.** Bob asked someone to remind him why there had been so much discussion on this issue previously. Gene Coleman said there is still a question about whether or not DPW was notified. Gail said it was her understanding that they were. Bob asked if it would be possible to talk to DPW before Monday. Gene said he will try. He will also let them know that this issue will be discussed at Monday's meeting. Mara said that a majority of Local Board members did not feel it was necessary to talk with DPW. Many members did not feel that it was their role to do this.

Gene said that the Local Board is a government body that needs to work with other government bodies. Rebecca said that some local board members believe that their role is to represent the interests of homeless people while others believe that their role is to represent everyone in the City. Gail said she would look into what outreach has been done to DPW. She will check with George because it was her understanding that he had informed DPW that the Board would be discussing this issue. Gene said notifying DPW is different than having a discussion with them about the legislation. **The policy committee then voted on the motion, which passed by a vote of 3-1** (George Smith was not yet present at the meeting at the time of this vote.) **Rebecca then made a second motion that once the 24-hour notice for cart removal legislation had been proposed to the Board of Supervisors, a member of the Local Board would testify in support of the legislation at the Board of Supervisors subcommittee hearings. The motion was seconded by Bob and then voted on. This motion also passed by a vote of 3-1.** Both approved recommendations will be added to the agenda of the Steering Committee meeting to be voted on Monday, January 22nd.

II. **For discussion and action:** *What will be the cultural competency and disability trainings for the sponsors? Will cultural competency be mandatory or voluntary? If mandatory, what are the consequences of not attending?* Rebecca began the discussion by saying that she was still waiting for Susan (from the Mayor's Office on Disability) to get back to her regarding training recommendations. Bonita then said that the cultural competency recommendations from last year had been extensive and that she would like to suggest that the Board simply adopt those for this year. It was agreed by general consent that any changes that the Board makes in regards to training this year will be around disability trainings. Bonita said that the training requirements needed to be ready by the time the NOFAs come out. Last year they came out in February, but with the new administration in office, it is not clear when they will come out this year. Gene also said that the Board needs to make sure it reviews the training requirements that come from Susan before it approves them. Gail said that the committee needed to ask Susan to come back. This agenda item will be postponed to the next policy meeting. Also, the cultural competency and disability requirements will go out with the agenda so committee members can review them before the meeting in preparation for the discussion. Bonita clarified that the disability trainings were voluntary. This was confirmed by Yulitza from the notes of the previous policy committee meeting. Gene said, however, that the committee might decide to make the trainings mandatory after everyone has read them. Bonita then asked if the Board could identify some potential facilitators for these trainings. It was stated that people who are conflicted should not be facilitators. Gail said that the identification of potential facilitators would be an agenda item for the next policy meeting.

III. **For discussion and possible action**: *When are board members conflicted? What makes board members conflicted and when can conflicted board members no longer be part of the process?* Bob began the discussion by saying that conflicts arise when board members have some kind of fiduciary tie to an applying organization. Rebecca asked if this applied to family members. The consensus seemed to be that it applied to family members to whom someone had a financial connection. Gene said that he thought conflicts could arise in more situations than just a financial benefit. Board members might benefit in indirect ways from certain programs, like if one of their family members was in a treatment program, for example. Bob asked if the Board could get something from the City Attorney's office to clarify this. Yulitza and Bonita

had with them the conflict policy for McKinney, which they shared with the Board. Gene said at the Board of Supervisors, if someone is conflicted, they have to leave the room. It was then stated that a majority of Board members are conflicted every year on the McKinney process. Kym asked if a board member would be conflicted if a project they were tied to was not up for renewal that year. Rebecca said that general issues (such as whether or not agencies could renew) affect everyone. Gail said that, on the other hand, all local board members are supposed to have the interests of the entire community of providers in mind, they don't represent their individual agencies. Rebecca asked if someone were conflicted in one area (i.e. employment), could they sit on a panel for another area in which they were not conflicted (i.e. housing). Gene wondered if this issue was discussed with the City Attorney. He said he would follow up with George to discuss this with Virginia in the City Attorney's office. Gail said the committee still needed to deal with the issue of what board members should do if they know they're conflicted. Gene said he thought they should leave the room. Rebecca then asked if people who are conflicted cannot even comment on the issue. That's correct. Gail asked if city department folks would be conflicted because they want their programs to continue. Gene said not really because people still have their jobs even if certain programs don't get funded. There is a difference between someone getting a direct benefit from a program's continuation and an indirect benefit, such as the continuation of a program you believe in. After some more discussion, Gail clarified that the committee was looking at two issues at this point. One is when are Board members conflicted in the creation of policy or funding recommendations for McKinney (i.e. sitting in committees and voting on the Local Board level). The other is when is a Board member conflicted as a priority panelist. Maybe the committee can adapt language from the conflict policy for McKinney to create a broader policy for the board on the first issue. **After the Board reviewed and discussed the Conflict Policy for McKinney, Rebecca moved that the Board continue to use the current conflict of interest policy for priority panel members. The motion was seconded and passed unanimously. The Board also passed a motion to use the second paragraph of the McKinney conflict policy, with amendments, as a general conflict policy for the Board when making any decision related to McKinney.** This amended version is attached to the minutes.

Gail also reminded the committee at this point that the whole McKinney process is going to be passed to the Funding committee very soon. There was then some discussion about the agenda items the committee had not yet gotten to. The committee decided that item number III regarding McKinney renewals would be moved to the agenda of the next Policy meeting. Bonita then asked if Item #5 should go to the Steering committee instead of being moved to the next Policy meeting agenda. Since the Steering committee was overseeing the Continuum of Care, and since it would be good to get input from the Continuum of Care subcommittee co-chairs, it seems more appropriate to take this process to the Steering committee. It was agreed that setting priorities for 2001 would not be able to happen during the next meeting because the agenda was already full. **Gene then made a motion to ask the Steering committee to hold a special meeting, which all co-chairs of Continuum of Care subcommittees would be encouraged to attend, to advise the Board on setting priorities for McKinney 2001. Michael seconded the motion and it was passed unanimously.**

The meeting was then adjourned at 2:15.
Notes taken by Wendy Phillips, Liaison to the Local Board.

Conflict Policy for McKinney Funding Process
Impartiality/Conflict of Interest Statement

I, _____, understand that I have been asked to participate in this Request for Proposals review panel to assist the City and County of San Francisco in selecting the best and most responsive entity with which to contract. I understand that I must give each proposal fair and independent consideration. I understand that although I may listen to the views of other panelists, the final scores I give each proposal must reflect my own impartial judgment on that entity's proposal.

I also understand that I may not participate on this panel if I have any conflict of interest that would prevent me from exercising impartial judgment as to each proposal. Accordingly, I hereby attest that to the best of my knowledge neither I, nor any member of my immediate family (including my spouse and children): (1) have received income or gifts within the past 12 months from any of the agencies involved in the proposals; (2) have any ownership interest or other direct or indirect investments in any of the agencies involved in the proposals; (3) expect or intend to seek employment or any other relationship with any of the agencies involved in the proposals, or (4) have any other direct or indirect interest in any of the agencies involved in the proposals that would prevent me from exercising fair and impartial judgment when I participate on this RFP review panel.

Signature_____ Date_____

Print Name_____

Title/Position_____

Agency/Organization_____

Address_____

_____

Phone_____ Fax_____

e-mail_____

DRAFT
Local Homeless Coordinating Board
Conflict Policy for issues related to McKinney Funding Process

I understand that I may not participate in any agenda items related to the McKinney process that go through the Full Local Board or any of its subcommittees, if I have any conflict of interest that would prevent me from exercising impartial judgment as to said items. Accordingly, I hereby attest that to the best of my knowledge neither I, nor any member of my immediate family (including my spouse and children): (1) have received income or gifts within the past 12 months from any of the agencies involved in the proposals; (2) have any ownership interest or other direct or indirect investments *in a specific area* in any of the agencies involved in the proposals; (3) expect or intend to seek employment or any other relationship with any of the agencies involved in the proposals, or (4) have any other direct or indirect interest in any of the agencies involved in the proposals that would prevent me from exercising fair and impartial judgment when I participate on matters involving the McKinney process.

City and County of San Francisco

Department of Human Services
Housing and Homeless Programs

Memorandum

January 18, 2001

TO: Prospective Priority Panel Members

FROM: Bonita Davenport, Supportive Housing Programs Grants Manager

SUBJECT: **DEVELOPING A PRIORITY PANEL FOR HUD CONTINUUM OF CARE APPLICATIONS IN 2001.**

We have begun preparing for the San Francisco's Continuum of Care application to HUD for funding homeless housing and services. We are anticipating that HUD will release its Notice of Funding Availability (NOFA) by February 2000. Our preliminary schedule is that project proposals will be due at the beginning of March, and Priority Panel members will read and rank them during March and April.

The Local Homeless Coordinating Board ("Local Board") is charged with recommending a prioritized list of projects to the Mayor. Many members of the Local Board have relationships with project sponsors that preclude their serving as readers and ranking the projects. Last year, we organized a group of community experts in various aspects of homelessness and homeless housing and services to serve as the Priority Panel. They read and ranked the projects' proposals and submitted them to the Local Board for an up or down vote.

Responsibilities of Priority Panel members include reading and scoring 3-5 proposals and meeting with other panelists to rank the projects. There are generally two meetings (approximately four hours each) to rank projects—the first is a subgroup of the full Panel to rank projects within subcategories (e.g., employment, services, housing), and the second is for the full Panel to rank ALL the projects. There is another meeting at the start of the process to receive training in use of the scoring tool.

Time required during March and April:

Training	2 hours
Reading and scoring proposals	6-8 hours
First ranking meeting	3 hours
Second ranking meeting	5 hours
Total time:	16-18 hours

The Department of Human Services is compiling a list of prospective Priority Panelists for final selection by the Local Board. If you are interested in and able to participate in the Continuum of Care process, please fill out the attached Conflict of Interest form and return it to Yulitza Peraza (ZB11) at PO Box 7988, San Francisco, CA 94120-7988. No Priority Panel member may have a conflicting relationship with any of the agencies on the enclosed list of prospective renewal projects. If you want to discuss this or if you have questions, please feel free to telephone me at 558-1810.

Thank you.

Enclosures:

Conflict of Interest Statement
List of projects up for renewal in 2000

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Local Homeless Coordinating Board Policy Committee Meeting
Thursday, February 15, 2001, Noon to 2 PM
25 Van Ness, MOCD Conference Room, 7th floor

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AGENDA

I. **For discussion and action:** Review and revise draft of Conflict Policy for issues related to McKinney Funding Process

II. **For discussion and possible action:** Review cultural competency training from McKinney 2000 and disability training recommended by Mayor's Office on Disability.*** Identify potential facilitators for both trainings

III. **For discussion:** Presentation of McKinney 2000 awards

IV. **For discussion and action:** What policy, if any, should be set on the ability of McKinney renewals keep renewing? Should new projects be solicited? If yes, how?

V. **For discussion and possible action:** Process for transferring McKinney oversight from Policy to Funding committee.

***Documents available at meeting.

Public comment available at start of meeting and before every vote.

Know your right under the Sunshine ordinance
The Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's reviews. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at: Sunshine Ordinance Task Force, Rachel Arnstine O'Hara, Clerk, City Hall, room 362, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683. Telephone: (415) 554-6171, Fax: (415) 554-6177. E-Mail: Rachel_ArnstineO'Hara@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force (listed above), the San Francisco Public Library, and on the City's web site at: www.ci.sf.ca.us.

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LOCAL HOMELESS COORDINATING BOARD
MINUTES OF THE POLICY SUBCOMMITTEE MEETING
Thursday, February 15, 2001, Noon to 2 PM, 25 Van Ness Ave., MOCD conf. room

CONVENED: The meeting was convened at 12:15 p.m.

Board members present: Gail Gilman, Bob Nelson, Rebecca Brockert, Gene Coleman, George Smith
Non-board members present: Susan Mizner (Mayor's Office on Disability), Bonita Davenport (DHS), Yulitza Peraza (DHS), Wendy Phillips (Liaison to the Local Board)

The meeting began with Item II on the agenda (review Disability Access Checklist for Grant Applicants). Bonita informed the committee that a McKinney Hotline had been set up for questions on the application, including questions about filling out this form. That number is 558-1960. The committee also thought it was important to include a cover letter with this checklist that said a voluntary training was available on these issues prior to the McKinney due date. The committee discussed what was meant by a "reasonable accommodation policy." Susan said that a program doesn't have to own a wheelchair accessible van, for example, but should be able to demonstrate that they can either provide or arrange for transportation for people in wheelchairs. Committee also needs to discuss what are the implications if someone answers badly on this form. Susan told the committee that a decision had come down since the committee last met on a case from 1991. The judgment was that all programs begun since 1978 have to be accessible. So, we have to be careful with this process. Susan is going to be reviewing the form again in light of the recent decision. Gail pointed out that several large collaborations are up for renewal. Does each site have to fill out this form? Yes. What if one out of nine answers badly? This is not a bar to funding. The form should clearly state that if you're a collaborative with more than one site, each site has to fill out the form, and make sure there's enough room for the site address as well as main address of collaborative. Other committee members thought we shouldn't be so focused on such details. Need to decide how this form is going to be weighted. This checklist has a score associated with it. If organizations fill this out poorly, they will lose points. A question was then raised about whether or not special training was required to assess cognitive or psychiatric impairments (p. 3, question 4, letters d-f). Susan said the issue is not to diagnose someone, but to provide reasonable accommodations for people with different types of disabilities. If a client comes to you for money management, you can't refer the client to psychiatric services. It was suggested that language be modified to read "What would you do with a client that *seems to have* a cognitive (or psychiatric) impairment?" It was then asked whether or not sample answers should be sent out with the form. No. We don't want to lead people into what they should say. We want to see how accessible programs really are. If people need examples, these could be given in the training by verbally asking people what they would do in certain situations. The concern was raised again about the costs involved in making buildings wheelchair accessible. Susan said this is an issue that needs to be addressed by the City. The final suggestion in this discussion was to remove the paragraph at the top of page one and instead attach a cover letter to this form which includes language that says something like "the Local Board takes disability access seriously and encourages you to come to the voluntary training..." Rebecca said we also have to think about the question of ongoing monitoring. **Rebecca then made a motion to accept the form with the following changes: 1) Remove first**

paragraph and add cover letter, 2) create extra lines to include address of each site filling out form; 3) change question #3 at top of page two to read: "If you provide transportation, it is accessible." 4) add the words "appears to have" on questions related to working with clients with cognitive or psychiatric impairments (p. 3, question 4, d-f). Gene seconded the motion. Motion passed unanimously. This form will need to be approved by the Steering committee on February 26 so it can be sent to applicants ASAP after that (by March 1st).

The discussion then moved on to the issue of the training on disability issues. Last time the training focused on the Fair Housing Act. People seemed to have wanted more information on Title II. Who would participate in the training? Maybe there should be two trainings: one focused on services, and one focused on housing. We still don't know when the NOFAs will be coming out. Thursday, March 29th from 10 a.m. to 5 p.m. was set as a tentative date for the disability training (1/2 day focused on housing, ½ day focused on services).

Regarding how answers will be weighted, Susan recommends that the Board decide this, although there may be programs that the Mayor's Office on Disability may have to block because of lack of accessibility. Bonita asked: since there is a one year gap between approval and funding of programs, is this enough time for programs to become more accessible? Susan said probably not. Unless there is a plan already in place at the time funding is approved. These types of changes take a long time to make. Last year the disability form was given 100 points. Susan said she could sit down with priority panel members to go over the importance of this. Who decided how many points for each section last year? The Policy committee. Bonita will bring to the next policy meeting how many points were in each section last year.

The committee then moved on to discuss the cultural competency portion of the McKinney application. Gail recommended that Jenny do the training again. Gail will contact her to ask her if she is interested and available. **Gene made a motion that the same guidelines that were used last year be used again this year. Bob seconded the motion. Motion passed unanimously.**

Bonita then made a presentation to the committee of the 2000 McKinney Awards. This presentation included a review of the chart entitled "Analysis of scoring of SF McKinney CoC Application," which showed that San Francisco did well on these scores (process, strategy, gaps, priorities, resources, leveraging, empowerment zones, etc...) At next month's policy committee meeting, Gail will invite Barrie to give the committee instructions on how to do the gaps chart. The committee decided to table item #5 on today's agenda (process for transferring McKinney oversight from Policy to Funding committee) because the committee is still not ready to do this.

The committee then moved on to agenda item IV: What policy, if any, should be set on the ability of McKinney renewals to keep renewing? Should new projects be solicited? If yes, how?

The point was raised that renewals should, at least in theory, be for less money than the original proposal. Also, the ongoing need for a program should be assessed. Rebecca noted that there has never been less need for a program as far as she is aware. Gail said there is an issue about whether or not McKinney should be an ongoing source of funding for projects. There seems to be lack of clarity around this. Rebecca said there's nothing that says that projects can't renew.

Bob said when the City makes a decision to house people, we make a commitment to people who are housed. It was suggested that if a project is a start-up, it should continue to be renewed until other ongoing funding is identified. However, renewals should not be automatic because currently there's no process for evaluation. Current priorities for HUD are: 1) permanent housing; 2) ongoing services, and 3) transitional housing. It was suggested that San Francisco only solicit new proposals for permanent housing. **Bob then made a motion that: 1) Currently funded projects be allowed to compete for renewal; 2) Committee chair check with the Mayor's Office of Housing to see what projects are in the pipeline, and then 3) solicit proposals for new permanent housing projects or for existing programs that increase capacity for permanent housing for homeless people.** Motion was seconded. Discussion: What about existing permanent housing program that is trying to pay its bills but having a hard time surviving? McKinney is supposed to be for new programs for homeless people. HUD will not replace local funding. But if numbers of beds for homeless people will decrease if you don't get the money, does this count? This is still a question. If we only fund permanent housing, programs might come back in a few years and ask for more money. The cost of living is always going up, but funding doesn't keep pace. HUD is discouraging localities from applying for money for permanent housing that doesn't have other funding sources. **Motion passed.** Gail and Gene will talk to the Mayor's Office of Housing and bring the information they receive to the 3/12 Full Board meeting.

The committee then went back to item I on the agenda: Review and revise draft of Conflict Policy for issues related to McKinney Funding process. Discussion: There is not a lot of discussion of this issue in the Governance and Implementation section of the Continuum of Care regarding involving people who are interested in and committed to homeless issues without having conflicts. The issues of personal gain and agency gain need to be separated. There is a difference between engaging in policy discussions and ranking proposals. Maybe we don't need another policy to sign. The issue could be better approached in the bi-laws. Bob made the following motion: **The Policy committee asks that the bi-laws committee review the bi-laws and make necessary changes regarding conflicts for Local Board members. In the meantime, all Board members are expected to act in a professional manner and recuse themselves when necessary. The motion was seconded and passed unanimously.**

Meeting was adjourned at 2:05 p.m.

Minutes taken by Wendy Phillips, Liaison to the Local Board.

Organization

Date:

Category (* current or previous)		Program Profile					Organization Profile				
		# of Current Clients	# of Staff (including sub-contractors) Line	Support	Admin	# of Board Members	# of Current Clients	# of Staff (including sub-contractors) Line	Support	Admin	# of Board Members
Total Number of People:											
# in Substance Abuse Recovery *:											
# Mental Health Consumers *:											
Ethnicity	African American										
	Asian/Pac.Islander										
	Caucasian										
	Latino/a										
	Nat.Am./Nat.Alskn										
	Other										
Age	18 and under										
	19 to 25										
	26 to 55										
	56 and older										
Gender	Female										
	Male										
	Transgender										
Stated Orientation	Heterosexual										
	Lesbian or Gay										
	Bisexual										
	Questioning										
	Unknown										
Relevant Languages Spoken	1. English										
	2. Spanish										
	3. Tagalog										
	4. Chinese dialect										
	5.										
	6.										
Parent w/ Child(ren)<18	Living with										
	Not Living with										
Disabled	Developmental										
	Physical										
	Psychological										
	Substance Abuse										
Living Situation	Current Homeless										
	Formerly Homeless										
Come from or Live in	BV Hunter's Point										
	Mission District										
	Visitation Valley										
	Tenderloin										
	Other SF										
	Outside SF										
Economic Status	< 15,000										
	15,000 to 30,000										
	> 30,000										

I. CULTURAL COMPETENCY NARRATIVE

1. **Targeted population**

   Describe the population to be served by this program

2. **Involvement of clientele in designing and operating the program (25%)**

   Describe the ways in which your current and former clientele are involved in the design and operation of the program. Be specific, e.g., advisory board, alumni advisors, resident meetings, regular formal feedback.

3. **Method of service delivery (program model) (25%)**

   a) Describe the ways services are provided and how these relate to the needs of the particular population being served. Do not use jargon. Be specific.

   b) Have you modified the program to meet individual client needs? Describe these modifications.

   c) How are clients made to feel comfortable and welcome?

   d) How does the physical layout relate to the needs of the targeted population? (You could describe these from the viewpoint of a client—what will he/she notice first? How will he/she be greeted? Where will he/she wait? How are the offices arranged? Decorated? Kinds of food served, if applicable?)

4. **Program access (25%)**

   a) How do clients find out about the program? Describe your outreach efforts.

   b) What do they need to do to enroll in the program?

   c) What are the reasons that clients are not accepted into the program?

   d) Do you document turnaways?

   e) Do you maintain waiting lists? Describe.

   f) Describe the neighborhood and building where the program is located.

   g) How do clients get to the program? (E.g., MUNI access.)

II. PROGRAM MATERIALS (25%)

Attach the following:

a) Outreach materials
b) Eligibility criteria
c) Rules of the program
d) Expulsion criteria
e) Grievance/complaint procedure
f) Attach any other related policies

III. DIVERSITY DATA

Complete and submit the attached diversity chart. Include a narrative if you wish.

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

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Local Homeless Coordinating Board Policy Committee Meeting

Fax 3/13/01

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MAR 14 2001

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The Thursday, March 15, 2001 meeting
HAS BEEN RESCHEDULED to
FRIDAY, MARCH 16, 2001
25 Van Ness Avenue, Suite 720
10:00am-12:00pm

AGENDA

I. **For discussion and action:** Scoring tool for McKinney.

II. **For discussion and possible action:** Instructions on how to do GAPS chart – Barrie Grenell to report.

III. **For discussion and possible action:** Start looking at definitions of homelessness.

Public comment available at start of meeting and before every vote.

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25 Van Ness Ave, Suite 750, San Francisco, CA 94102, ATTN: Liaison to Local Board
415-252-3158, Fax: 415-252-3118

Proposal Scoring

Sponsor:_____

Project Title:_____

Name of person scoring this proposal:_____

Is the application complete? Yes π No π

If it is not complete, it will be rejected.

Does this project provide permanent housing? Yes π No π

Scoring Summary

	Item	Score	Maximum Available Score
1	Program design, operation, outcomes		20
2	Linkages to permanent housing.		20
3	Cultural competency		20
4	Disability access		10
5	Agency capacity		10
6	Budget		20
	Total:		**100**

1	Program design, operation, outcomes Consider the assessment report, how the program design and level of staffing are appropriate for the population being served and the services being provided; quality of linkages with other services; outcomes realistic and achievable; how program dropouts are handled.		20

Comments:

2	Linkages to permanent housing Consider the program's history of linking participants to permanent housing and strategies for accomplishing this.		20

Comments:_____

3	Cultural competency Up to 5 points for each of the four sections: Involvement of clientele, method of service delivery, program access, program materials. One point off score for non-attendance at mandatory workshop.		20

Comments:

4	Disability access Up to 3.5 points for items 1 and 2; up to 3 points for item 3. One point off score for non-attendance at mandatory workshop.		10

Comments:_____

5	Agency capacity Consider the agency's experience in providing this type of program, as well as the following optimum factors, such as: Does the agency budget at least $150/staffperson/year for staff training? Does the agency obtain at least 40% of program funding for this program from other sources? What is the agency's plan for sustaining this program if/when HUD funds are no longer available?		10

Comments:_____

6	Budget Are sufficient services and materials being provided for each client/participant to move out of homelessness? Is the budget sufficient to support a quality program?		20

Comments:_____

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b) Eligibility criteria
c) Rules of the program
d) Expulsion criteria
e) Grievance/complaint procedure
f) Attach any other related policies

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Complete and submit the attached diversity chart. Include a narrative if you wish.

Organization | Date:

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Total Number of People:											
# in Substance Abuse Recovery *:											
# Mental Health Consumers *:											
Ethnicity	African American										
	Asian/Pac.Islander										
	Caucasian										
	Latino/a										
	Nat.Am./Nat.Alskn										
	Other										
Age	18 and under										
	19 to 25										
	26 to 55										
	56 and older										
Gender	Female										
	Male										
	Transgender										
Stated Orientation	Heterosexual										
	Lesbian or Gay										
	Bisexual										
	Questioning										
	Unknown										
Relevant Languages Spoken	1. English										
	2. Spanish										
	3. Tagalog										
	4. Chinese dialect										
	6.										
	6.										
Parent w/ Child(ren)<18	Living with										
	Not Living with										
Disabled	Developmental										
	Physical										
	Psychological										
	Substance Abuse										
Living Situation	Current Homeless										
	Formerly Homeless										
Come from or Live in	BV Hunter's Point										
	Mission District										
	Visitation Valley										
	Tenderloin										
	Other SF										
	Outside SF										
Economic Status	< 15,000										
	15,000 to 30,000										
	> 30,000										

DRAFT

Disability Access Checklist for Grant Applicants

Name of Department or Agency _____ Name of Program or Service _____

Address _____ Phone _____

Contact Person (ADA Coordinator) _____ Phone / e-mail _____

Funding Agency _____

This grant is intended for activities at:
- o New site
- o Existing Site
- o Rehabilitation of Existing Site

This grant will fund a:
- o New program or service
- o Existing program or service
- o Multiple programs or services

Please provide address of the program site _____

Please answer the following questions as they apply *to the program for which you are applying for funding.*

Physical Access:

Have you had professional review of architectural accessibility of your site? Yes o No o
If yes, please list the date _____
and who conducted the review: _____

The following are major areas for review. If the professional review found any problems, please indicate. Please list additional items at the bottom.

1. The program or service is wheelchair accessible for:
   - Paths of travel Yes o No o
   - Restrooms Yes o No o
   - Areas where services are provided Yes o No o

2. Signage for people with vision-impairements:
   - In elevators Not Applicable (no elevators) o Yes o No o
   - Marking paths of travel Yes o No o

3. If you provide transportation, is it accessible? Not Applicable (not provided) o Yes o No o

Other identified physical access issues:

_____
_____
_____

Communication Access

1. Program materials are available in:
   o Large print o Braille o cassette o computer disk o other _____

_____
_____

2. Sign language interpretation is available if needed. Yes o No o

_____
_____

3. The program has a TTY machine Yes o No o
   If yes, please provide the number: _____
   If no, please explain how you communicate with hearing impaired people by phone: ___

_____
_____

Programmatic Access

1. How do you notify your clients of their rights under disability rights laws? (Please attach any sample language.)

2. How do you train your staff on their obligations under the ADA, the Fair Housing Amendments Act, and other disability rights laws? (Please attach outlines of any trainings and any relevant materials.)

3. Do you have a reasonable accommodation policy? Yes o No o
   (If yes, please attach.)

Please try to keep your answers to all five of the following questions to one page:

4. We are interested in learning how you have provided, or would provide, reasonable accommodations to clients with a variety of disabilities. If you have actually encountered any of the following situations, please let us know.

    a. What would you do with a client with a hearing impairment who needs your services? How would you communicate on the phone and in person?

    b. What would you do with a client who is blind? How would you provide her with information that is usually given in writing? How would that person collect information or documentation for you?

    c. What would you do with a client who arrived at your door in a wheelchair or who had mobility impairments that made it difficult to get to your office?

    d. What would you do with a client who appears to have a cognitive impairment that made it difficult for him to understand instructions or remember appointments? How would you provide services?

    e. What would you do with a client who appears to have a psychiatric impairment that made her paranoid and reluctant to reveal required information? How would you provide services?

    f. What would you do with a client who appears to have a psychiatric impairment that made him argumentative? How would you provide services?

5. What percentage of your clients would you estimate have disabilities? _____%

   Please allocate: physical disabilities _____% mental disabilities _____%

6. What steps do you take to ensure that eligibility criteria do not screen out people with disabilities?

7. Do you have a grievance procedure? Yes o No o

   If yes, please attach process.

Additional Comments

_____

_____

_____

_____

Verified by: Date:

_____

Executive Director

MOD DRAFT

San Francisco Department of Public Health
Definition of Homelessness

Note: This definition is a "working" definition developed by the DPH Homeless Coordinating Committee to assist them in their goal to improve access to, and quality of, DPH services for the homeless population. It is not meant to supercede or replace definitions of homelessness that have been set forth by funding sources, contractual agreements, or existing data collection systems.

The term "HOMELESS" includes individuals or families who lack a fixed, regular, and adequate nighttime residence and who have a primary nighttime residence in one or more of the following categories:

Category	Description
Shelter	Anyone staying in a mission or homeless or domestic violence shelter, i.e., a supervised public or private facility that provides temporary living accommodations.
Street	Anyone staying outdoors; for example, street, sidewalk, doorway, park, freeway underpass.
Vehicle	Anyone staying in a car, van, bus, truck, RV, or similar vehicle.
Make-Shift	Anyone staying in an enclosure or structure that is not authorized or fit for human habitation by building or housing codes, including abandoned buildings ("squats") or sub-standard apartments and dwellings.
Doubled-Up	Anyone staying with friends and/or extended family members (excluding parents and children), because they are otherwise unable to obtain housing, or Any family with children staying in a Single Room Occupancy (SRO) hotel room – whether or not they have tenancy rights, or Anyone staying in temporary housing for less than 6 months, and the accommodations provided the person are substandard or inadequate, for example, garage, small room, overly crowded space.
Transitional	Anyone staying in a Single Room Occupancy (SRO) hotel room without tenancy rights, or Anyone formerly homeless (formerly in one of the above categories) who is now incarcerated, hospitalized, or living in a treatment program, half-way house, or Anyone formerly homeless (formerly in one of the above categories) who has obtained supportive housing or permanent housing for less than 60 days.

#	Source and Definition
1	**Susser et al, Am Journal of Epi, Vol 15, 1993** Homelessness refers to sleeping in the shelters or public spaces, that is, 'literal' homelessness. It indicates an experience of extreme adversity that is qualitatively different from the normative residential experience of our society.
2	**The San Francisco Homeless Death Review, Ashe, et al 1996** ...a person is homeless if she or he: 1) lacks a fixed regular, and adequate night-time shelter or 2) has a primary night-time residency that is supervised temporary shelter, institution, jail or public or private place not designed to accommodate human beings.
3	**Johnson et al, "Problems of Definition in Sampling Special Populations: The Case of Homeless Persons" Evaluation Practice, 1993 14(2)** For the purpose of this survey, homelessness was operationalized in 4 different ways. 1. The most narrow, or traditional, definition included only those individuals found in emergency shelters, soup kitchens and drop-in centers. 2. A marginalized housing definition of homelessness was developed by adding persons found in transitional shelters. As the name implied, these shelters fall someplace between independent community living and complete lack of shelter. Living space is made available for longer periods of time with the goal of providing residents a stable environment while they attempt to reestablish themselves in the community. 3. The third definition examined was the social isolation concept. Persons found staying in single room occupancy hotels were included along with the traditional homeless under this definition. 4. The most broad-based definition examined was the one originally designed for this survey, that is the traditional homeless (those in emergency shelters, soup kitchens and drop-in centers) along with those who were marginally housed (living in transitional shelters) and those considered socially isolated (staying in SRO hotels).
4	**HUD – US Code: Title 42, Section 11302** In general...the term "homeless" or "homeless individual or homeless person"[1] includes: (1) an individual who lacks a fixed, regular, and adequate nighttime residence; and (2) an individual who has a primary nighttime residence that is: (a) a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); (b) an institution that provides a temporary residence for individuals intended to be institutionalized; or (c) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. Exclusion: ..."homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.
5	**Federal Health Center Consolidation Act of 1996** The term "homeless individual" means: ▪ An individual who lacks housing (without regard to whether the individual is a member of a family), ▪ Including an individual whose primary residence during the night is a supervised public or private facility that provides temporary living accommodations and ▪ An individual who is a resident in transitional housing."

#	Source and Definition
6	**Federal Bureau of Primary Health Care (BPHC),** which administers the Health Care for the Homeless (HCH) Program, in draft Program Expectations, expands upon this definition, as follows: A Homeless Individual is: 1. A person without permanent housing who may live ▪ On the streets, ▪ In shelters or missions, ▪ In SROs, ▪ In abandoned buildings, ▪ In vehicles, ▪ Or in any other unstable, non-permanent, or survival mode situation. 2. A person may be considered to be homeless if that person is 'doubled up,' a term which refers to a situation where individuals are: ▪ Unable to maintain their housing situation and ▪ Are forced to stay with a series of friends and/or extended family members. 3. In addition, previously homeless individuals who are to be released from a prison or a hospital may be considered homeless if they do no have a stable housing situation to which they can return. 4. [Examples that are given for] "a supervised public or private facility" [are]: ▪ shelters or ▪ psychiatric hospitals 5. Transitional Housing: Once a formerly homeless person obtains housing he or she is often considered to be in a transitional status for a considerable period of time. It is not uncommon for an individual who has been homeless to obtain housing but, due to illness, substance abuse, loss of employment or other circumstances, returns to homelessness. Each participating program must set its own definition of transitional housing based on available resources. The **BPHC Uniform Data System (UDS) User Manual** uses the following categories to classify the types of homeless living situation: ▪ "Homeless Shelter," ▪ "Transitional," ▪ "Doubling Up," ▪ "Street," which is defined as "living outdoors, in a car, or in a make-shift housing/shelter," ▪ "Other," which is defined as "previously homeless persons now housed or those at risk for being homeless," and ▪ "Unknown." Categories other than "street" and "other" are not defined in the UDS User Manual.

7	**San Francisco Community Clinic Consortium (SFCCC) Health Care for the Homeless (HCH) Program** Definition of homelessness: The SFCCC Board of Directors, which has oversight responsibility for SFCCC's Health Care for the Homeless program, has further defined "Doubling Up" as: ▪ A situation where a person has resided in temporary housing for less than 6 months, and ▪ The accommodations provided the person are substandard or inadequate, for example, garage, small room, overly crowded space." Note: Recognizing the instability of living arrangements is critical to the determination of homelessness. Shelter: Anyone staying in a homeless shelter or mission, i.e., a supervised public or private facility that provides temporary living accommodations. Street: Anyone staying outdoors, for example, street, sidewalk, doorway, park, freeway underpass. Vehicle: Anyone staying in a car, van, bus, truck, RV, or similar vehicle, especially if the vehicle is parked illegally overnight. Make-shift: Anyone staying in an enclosure or structure that is not authorized for habitation by building or housing codes, including abandoned buildings ("squats") Doubled-Up: Anyone who is staying with friends and/or extend family members (excluding parents and children), because they are otherwise unable to obtain housing, and Transitional: - Anyone who is living in a Single Room Occupancy (SRO) hotel room and does not have tenancy rights (i.e., required by landlord to move every 28 days); or - Anyone formerly homeless (formerly in one of the above categories) who is now living in a treatment program, half-way house, or hospital; or - Anyone who has obtiained suppportive or permanent housing witin the past 12 months.
8	**Advisory Council for the Elimination of Tuberculosis** A homeless person may be defined[14] as: 1) An Individual who lacks a fixed, regular, and adequate nighttime residence; or 2) An individual who has a primary nighttime residence that is: (a) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); or (b) An institution that provides a temporary residence for individuals intended to be institutionalized, or (c) A public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings. A homeless person may also be defined as a person who has no home, e.g., is not paying rent, does not own a home, and is not steadily living with relatives or friends. Another definition is a person who lacks customary and regular access to a conventional dwelling or residence. Included as homeless are persons who live on streets or in nonresidential buildings. Also included are residents of homeless shelters, shelters for battered women, welfare hotels, and single room occupancy (SRO) hotels which are not designated for permanent long-term housing.

9	**CSAS – Living Arrangement** 1. Dependent (Dependent Adults & Children, includes Institutionalized) **2. Homeless (no fixed address, living on streets)** 3. Independent (Not in supervised settings) 4. Public Housing (Housing assisted or supported by government funds) **5. Homeless (shelters, transient lodgings)** **6. Homeless (transient with friends/family)** 7. Half-way housing after treatment
10	**CMHS – Living Situation** 1. Lives Alone in House/Apartment 2. Lives with Immediate Family 3. Lives with Extended Family (relatives) 4. Live with non-related Persons Except Foster Care 5. Foster Family Home-Children 6. Single room (Hotel-Motel-Rooming House) 7. Group Quarters (Dorm, Barracks, Migrant Camp, Long Term Shelter) 8. Group Home 9. Crts-Long term or transitional housing (Crisis Residential) 10. Satellite Housing 11. Alternatives to Hospitalization – 6 beds or less 12. Alternatives to Hospitalization – 7 beds or more 13. House or Apartment w/ support 14. House or Apartment w/ supervisor 15. Supported Housing 16. Small Board & Care Home (6 beds or less) 17. Large Board & Care Home (7 beds or more) 18. Residential Treatment Center 19. Community Treatment Facility 20. Adult Res/Social Rehab 21. State Hospital 22. VA Hospital 23. SNF/ICF/IMD, for Psychiatric Reasons 24. SNF/ICF/Nursing Home for Physical Health Reasons 25. General Hospital 26. Mental Health Rehab Center 27. PHF/Inpatient Psych 28. Drug Abuse Facility 29. Alcohol Abuse Facility 30. Justice Related 31. Temporary Arrangement **32. Homeless, No Identifialbe County Residence** **33. Homeless, in transit** 34. Other 35. Unknown

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

Local Homeless Coordinating Board Policy Committee Meeting

The Thursday, March 15, 2001 meeting
HAS BEEN RESCHEDULED to
FRIDAY, MARCH 16, 2001
25 Van Ness Avenue, Suite 720
10:00-12:00pm

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AGENDA

I. **For discussion and action:** Scoring tool for McKinney.

II. **For discussion and possible action:** Instructions on how to do GAPS chart – Barrie Grenell to report.

III. **For discussion and possible action**: Start looking at definitions of homelessness.

Public comment available at start of meeting and before every vote.

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

POLICY COMMITTEE MEETING MINUTES

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Friday, March 16, 2001
25 Van Ness Avenue, Suite 720
10:00am-12:00pm

I. Call to Order and Roll Call:

Meeting was called to order at 10:10am.
Local Board members present: Rebecca Brockert, Jennifer Friedenbach, Gail Gilman, Joyce Miller, Bob Nelson, Rita Semel
Non-Board members present: Holly Friel (Liaison to the Local Board), Yulitza Peraza (DHS)

II. Public Comment: There was no public comment at this time.

III. For discussion and action: Scoring tools for McKinney.

A. Proposal Scoring (Document attached)

1. Disability access should be given more weight.
Rebecca Brockert moved, with a second by Jennifer Friedenbach, that the Budget be reduced from 20 points to 10 points, and the Disability Access be increased from 10 points to 20 points. The motion passed with general consent; Rita Semel abstained from voting.

2. Other changes:
a. Percentages were changed throughout document to reflect changes under "Scoring Summary."
b. p. 2 "assessment report" was changed to "monitor report."
c. p. 4 "One point off score for non-attendance at mandatory workshop" was deleted.
d. p. 5 Department of Disability will score Disability Access section.
e. p. 6 "at least $150/staffperson/year" was deleted.

B. Cultural Competency Narrative (Document Attached)

1. Diversity Data should have a value.
Gail Gilman moved, with a second by Rebecca Brockert, that the percentages change to the following values: I. Cultural Competency, 2. Involvement of clientele in designing and operating the programs (20%), 3. Method of service delivery (program model) (20%), 4. Program Access (20%); II. Program Materials (25%); III. Diversity Data (15%). The motion passed with unanimous consent.

C. Yulitza Peraza discussed the McKinney Process Timeline. (Document attached.)

D. Yearly assessments of client focus groups and program materials were discussed.
   1. Gail Gilman called for the Policy Committee to discuss a standard across departments for client inputs at their next meeting.

IV. For discussion and possible action: Instructions on how to do GAPS chart – Barrie Grenell to report.

A. Gail Gilman moved to table this item until the new GAPS form is available. This item will be calendared for a special meeting of the Policy Committee.

V. For discussion and possible action: Start looking at definitions of homelessness.

A. The Policy Committee discussed adoption of the DPH definition of homelessness. (Document attached.)

Rita Semel, with a second by Joyce Miller, moved to recommend that the Local Board adopt the Department of Public Health definition of homelessness and urge that the Board of Supervisors and the Mayor consider this definition. The motion passed with unanimous consent.

VI. Adjournment: The meeting adjourned at 11:50 AM.

Proposal Scoring

Sponsor:_____

Project Title:_____

Name of person scoring this proposal:_____

Is the application complete? Yes π No π

If it is not complete, it will be rejected.

Does this project provide permanent housing? Yes π No π

Scoring Summary

	Item	Score	Maximum Available Score
1	Program design, operation, outcomes		20
2	Linkages to permanent housing.		20
3	Cultural competency		20
4	Disability access		20
5	Agency capacity		10
6	Budget		10
	Total:		**100**

1	Program design, operation, outcomes Consider the monitoring report, how the program design and level of staffing are appropriate for the population being served and the services being provided; quality of linkages with other services; outcomes realistic and achievable; how program dropouts are handled.		20

Comments:_____

2	Linkages to permanent housing Consider the program's history of linking participants to permanent housing and strategies for accomplishing this.		20

Comments:

3	Cultural competency Up to 4 points for involvement of clientele in designing and operating the program, up to 4 points for method of service delivery, up to 4 points for program access, up to 5 points for program materials, and up to 3 points for diversity data chart.		20

Comments:

4	Disability access The Mayor's Office on Disability will score this section of the proposal.		20

Comments:_____

5	Agency capacity Consider the agency's experience in providing this type of program, as well as the following optimum factors, such as: Does the agency budget provide training for staff? Does the agency obtain at least 40% of program funding for this program from other sources? What is the agency's plan for sustaining this program if/when HUD funds are no longer available?		10

Comments:

6	Budget Are sufficient services and materials being provided for each client/participant to move out of homelessness? Is the budget sufficient to support a quality program?		10

Comments:_____

I. CULTURAL COMPETENCY NARRATIVE

1. Targeted population

Describe the population to be served by this program

2. Involvement of clientele in designing and operating the program (20%)

Describe the ways in which your current and former clientele are involved in the design and operation of the program. Be specific, e.g., advisory board, alumni advisors, resident meetings, regular formal feedback.

3. Method of service delivery (program model) (20%)

a) Describe the ways services are provided and how these relate to the needs of the particular population being served. Do not use jargon. Be specific.

b) Have you modified the program to meet individual client needs? Describe these modifications.

c) How are clients made to feel comfortable and welcome?

d) How does the physical layout relate to the needs of the targeted population? (You could describe these from the viewpoint of a client—what will he/she notice first? How will he/she be greeted? Where will he/she wait? How are the offices arranged? Decorated? Kinds of food served, if applicable?)

4. Program access (20%)

a) How do clients find out about the program? Describe your outreach efforts.

b) What do they need to do to enroll in the program?

c) What are the reasons that clients are not accepted into the program?

d) Do you document turnaways?

e) Do you maintain waiting lists? Describe.

f) Describe the neighborhood and building where the program is located.

g) How do clients get to the program? (E.g., MUNI access.)

II. PROGRAM MATERIALS (25%)

Attach the following:

a) Outreach materials
b) Eligibility criteria
c) Rules of the program
d) Expulsion criteria
e) Grievance/complaint procedure
f) Attach any other related policies

III. DIVERSITY DATA (15%)

Complete and submit the attached diversity chart. Include a narrative if you wish.

Organization	Date:

Category * current or previous		Program Profile					Organization Profile				
		# of Current Clients	# of Staff (including sub-contractors) Line	Support	Admin	# of Board Members	# of Current Clients	# of Staff (including sub-contractors) Line	Support	Admin	# of Board Members
Total Number of People:											
# in Substance Abuse Recovery *:											
# Mental Health Consumers *:											
Ethnicity	African American										
	Asian/Pac.Islander										
	Caucasian										
	Latino/a										
	Nat.Am./Nat.Alskn										
	Other										
Age	18 and under										
	19 to 25										
	26 to 55										
	56 and older										
Gender	Female										
	Male										
	Transgender										
Stated Orientation	Heterosexual										
	Lesbian or Gay										
	Bisexual										
	Questioning										
	Unknown										
Relevant Languages Spoken	1. English										
	2. Spanish										
	3. Tagalog										
	4. Chinese dialect										
	5.										
	6.										
Parent w/ Child(ren)<18	Living with										
	Not Living with										
Disabled	Developmental										
	Physical										
	Psychological										
	Substance Abuse										
Living Situation	Current Homeless										
	Formerly Homeless										
Come from or Live in	BV Hunter's Point										
	Mission District										
	Visitation Valley										
	Tenderloin										
	Other SF										
	Outside SF										
Economic Status	< 15,000										
	15,000 to 30,000										
	> 30,000										

Continuum of Care

2001 McKinney Process

3/19/2001
DHS holds a Bidder's Conference to release information on local priorities and HUD guidelines for proposals

3/29/01 - 9:30am
Disability Training
1440 Harrison St, 3rd Fl.
Facilitator: Susan Mizner

3/30/01 - 9:00am
Cultural Competency Training
1440 Harrison St, 3rd Fl.
Facilitator: DHS

Proposals Package:
- HUD Narrative and Forms - both hard and disk copies
- Gaps Analysis Summary
- Disability Issues Section
- Cultural Competency Section
- Line Item Budget
- Narrative Budget Justifications
- Leveraged Resources Form and Attached Leverage Letters
- Coordination and integration of Mainstream Projects
- Form 2880, filled out
- Applicant forms, if applicable

4/13/2001 by 5:00 p.m.
Sponsor agencies **Due date** for submission of their proposals to DHS at 1440 Harrison, 2nd Fl.
6 copies

4/17/2001
Priority Panel Training
Package with proposals given to panel members

- Proposal packages
- Monitoring reports
- Scoring sheets

Priority Panel: *each proposal is read and scored by at least 3 individuals from an independent panel. The panel deliberates and produces a ranking order of all proposals based on Local and HUD priorities*

Priority Panelists **read and bring** proposal packages, monitoring reports and scoring sheets to Priority Panel Deliberations

4/23,24,25/2001
Priority Panel Deliberations:
to discuss proposals, monitoring reports and produce a ranking order within respective categories

4/23/01 10am
Permanent Housing Sub-Group Meeting
1440 Harrison St
Facilitator: *Bob Nelson*

4/24/01 10am
Transitional Housing Sub-Group Meeting
1440 Harrison St
Facilitator: *Maggie Donahue*

4/25/01 10am
Supportive Services Sub-Group Meeting
1440 Harrison St
Facilitator:
Jennifer Friedenbach

4/27/01 10am
City Hall
All Priority Panel members meet to discuss and **rank ALL projects**

4/30/01
Local Board Funding Committee and Non-Conflicted Local Board
review Priority Panel ranking list and propose final ranking for application to HUD

5/2/01 - Open to the public
Local Board Special Meeting
presentation to full Local Board of the CoC Final Ranking List for approval

5/3/01
Presentation of HUD's SF CoC Final Ranking List to the Mayor for approval

5/31/01
SF CoC Application is packaged and sent to HUD

HUD announces 2001 Continuum of Care Awards by the end of the calendar year
http://www.hud.gov/

San Francisco Department of Public Health
Definition of Homelessness

Note: This definition is a "working" definition developed by the DPH Homeless Coordinating Committee to assist them in their goal to improve access to, and quality of, DPH services for the homeless population. It is not meant to supercede or replace definitions of homelessness that have been set forth by funding sources, contractual agreements, or existing data collection systems.

The term "HOMELESS" includes individuals or families who lack a fixed, regular, and adequate nighttime residence and who have a primary nighttime residence in one or more of the following categories:

Category	Description
Shelter	Anyone staying in a mission or homeless or domestic violence shelter, i.e., a supervised public or private facility that provides temporary living accommodations.
Street	Anyone staying outdoors; for example, street, sidewalk, doorway, park, freeway underpass.
Vehicle	Anyone staying in a car, van, bus, truck, RV, or similar vehicle.
Make-Shift	Anyone staying in an enclosure or structure that is not authorized or fit for human habitation by building or housing codes, including abandoned buildings ("squats") or sub-standard apartments and dwellings.
Doubled-Up	Anyone staying with friends and/or extended family members (excluding parents and children), because they are otherwise unable to obtain housing, or Any family with children staying in a Single Room Occupancy (SRO) hotel room – whether or not they have tenancy rights, or Anyone staying in temporary housing for less than 6 months, and the accommodations provided the person are substandard or inadequate, for example, garage, small room, overly crowded space.
Transitional	Anyone staying in a Single Room Occupancy (SRO) hotel room without tenancy rights, or Anyone formerly homeless (formerly in one of the above categories) who is now incarcerated, hospitalized, or living in a treatment program, half-way house, or Anyone formerly homeless (formerly in one of the above categories) who has obtained supportive housing or permanent housing for less than 60 days.

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

Policy Committee Meeting

Tuesday, April 17, 2001
25 Van Ness Avenue, Suite 700
MOCD Conference Room
1:30 PM – 3:30 PM

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AGENDA

I. **For discussion and possible action:** Discuss MSC North and MSC South Shelter Redesign plans.

II. **For discussion and possible action:** Discuss creation of a contact sheet for people to navigate the process for opening housing and shelter programs in San Francisco.

Public comment available at start of meeting and before every vote.

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

POLICY COMMITTEE MEETING MINUTES

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Tuesday, April 17, 2001
25 Van Ness Avenue, MOCD Conference Room
1:30 to 3:30 PM

I. Call to Order and Roll Call: The meeting was called to order at 1:40 p.m.

Local Board members present: Gail Gilman, Joyce Miller, Bob Nelson, Jennifer Grant, Gene Coleman, George Smith, Jenny Friendenbach, Rita Semel, Linzie Coleman, Manny Morales

Non-board members present: Barbara Solomon (Episcopal Community Services), Jeff Sherman (Episcopal Community Services), Jim Buick (DHS), Dan Kelley (DHS), Deven Richardson (Mayor's Office on Homelessness), Vincent Button (Coalition on Homelessness), Caesar Cruz (activist), Wendy Phillips (Bay Area Homelessness Program), Amber Collenton, Arnette Watson, John Bailey

II. For discussion and possible action: Discuss MSC North and MSC South Shelter Redesign plans.

A. Jim Buick gave a brief overview of the shelter redesign RFP process for MSC North and South. In October 2000, DHS made presentation regarding the plan for the RFP to the Strengthening Shelter Committee and the Local Board. DHS established an RFP work group, which included two members from the Strengthening Shelters Committee, DPH, Mayor'sOffice on Homelessness, and DHS. In November we established four information workshops to gather input from other service providers, homeless people and neighborhood organizations to develop the RFP. DHS compiled the information from the Strengthening Shelters Committee, the four informational workshops, and the Coalition on Homelessness - Homeless Voices survey. In early December, DHS drafted the RFP and mailed it to over 300 persons and organizations for further input into the draft RFP. In mid January, the RFP workgroup took the information from the various groups on the draft RFP and developed the final the RFP's. The proposals were due mid February. Two review panels were developed which included clients, services providers, representatives from outside San Francisco with experience and expertise in homeless issues. In March the Award letters were sent out to the two successful bidders. The RFP work group reconvened to talk through the issues that were unclear in the proposals and to begin the discussions on transition plan from the old programs to the new programs. Several redesign issue were raised and clarified.

Shelter redesign issues/demands presented by the Coalition on Homelessness and discussed amongst the full group included:

1. Do not add 100 spaces to MSC-South.
2. Allow women who do not feel comfortable going to MSC-South to stay at MSC-North without mandatory case management.
3. Eliminate mandatory services at MSC-North.

4. Employ people to clean and care for MSC-North instead of forcing residents to clean.
5. Allow all homeless people a chance to stay at MSC-North. (No "creaming," a practice that only allows a select group of homeless people to succeed due to eligibility criteria and a tiered structure.)
6. Structure training of shelter staff around what homeless people and community members want.

Jenny Friendenbach moved, seconded by Jennifer Grant, that all future meetings of the Pathways Planning Group or any discussions of the city's shelter policies at MSC North and South be noticed to the Policy Committee of the Local Homeless Coordinating Board and the members of the RFP Workgroup, and the public. Motion was passed by general consent, with Linzie Coleman and George Smith voting against the motion. The motion will go to the Full Local Board.

This item will be discussed again at the next Policy Committee meeting, scheduled for Thursday, May 24, 2001, 1:00PM-3PM.

III. **For discussion and possible action:** Discuss creation of a contact sheet for people to navigate the process for opening housing and shelter programs in San Francisco.

This item was tabled until the next Policy Committee meeting, scheduled for Thursday, May 24, 2001,1:00PM-3:00 PM.

IV. **Adjournment:** The meeting adjourned at 3:30 p.m.

Minutes were taken by Deven Richardson, Mayor's Office on Homelessness.

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see revised agenda

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

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POLICY COMMITTEE MEETING
Thursday, May 24, 2001
1:00 PM – 3:00 PM
25 Van Ness Avenue, Room 720

AGENDA

I. **For discussion and possible action:** Discuss creation of a contact sheet for people to navigate the process for opening housing and shelter programs in San Francisco.

II. **For discussion and possible action:** Continue discussion of MSC North and MSC South Shelter Redesign plans from 4/17/01 Policy Committee meeting.

III. **For discussion and possible action:** Discuss what policy, if any, the Local Board should adopt in regards to people living in poverty who are vehicularly housed.

Public comment available at start of meeting and before every vote.

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POLICY COMMITTEE MEETING REVISED AGENDA

Thursday, May 24, 2001
1:00 PM – 3:00 PM
25 Van Ness Avenue, Room 720

I. **For discussion and possible action:** Discuss creation of a contact sheet for people to navigate the process for opening housing and shelter programs in San Francisco.

II. **For discussion and possible action:** Continue discussion of MSC North and MSC South Shelter Redesign plans from 4/17/01 Policy Committee meeting.

III. **For discussion and possible action:** Discuss what policy, if any, the Local Board should adopt in regards to people living in poverty who are vehicularly housed.

IV. **For discussion and possible action:** Develop action steps in support of the adoption of the definition of homelessness by City Departments and the Board of Supervisors.

Public comment available at start of meeting and before every vote.

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

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POLICY COMMITTEE MEETING MINUTES
Thursday, May 24, 2001
1:00 PM – 3:00 PM
25 Van Ness Avenue, Room 720

I. **Call To Order and Roll Call:** The meeting was called to order at 1:10 PM.
Members Present: Maggie Donahue, Jennifer Friedenbach, Jennifer Grant, Gail Gilman, Joyce Miller, Bob Nelson, Ellouise Patton, George Smith
Non-Members Present: Barbara Boice (MSC-North), Walter Brand, Richard Bright (Saint Vincent dePaul, MSC-South), Holly Friel (Liaison to Local Board), Brook Hinton, Allison Lum (COH), Kim Valadez (Swords to Plowshares), LS Wilson (COH)

II. **For discussion and possible action:** Discuss creation of a contact sheet for people to navigate the process for opening housing and shelter programs in San Francisco.
A. Jennifer Friedenbach volunteered to create a contact sheet. The draft will be presented at the next Policy Committee meeting on June 21, 2001.

III. **For discussion and possible action:** Continue discussion of MSC North and MSC South Shelter Redesign plans from 4/17/01 Policy Committee meeting.
A. Public Noticing of the Pathways meetings was discussed.
1. DHS has noticed the Pathways meetings to the Local Board as requested.
2. Allison Lum, Coalition on Homelessness, requested that the Pathways meetings be noticed at the Public Library as well as to the Strengething Shelters subcommittee members. She also requested that minutes from the Pathways meetings be kept and made public.
3. Agenda items resulting from Pathways meetings can be brought to the Policy Committee via the process established by the Local Board. (See attached document.)

B. The budget for the shelter redesign was discussed.
1. $250,000 of DHS' budget was put on reserve last year pending the release of the Strengthening Single Adult Shelter Recommendations.
2. **Bob Nelson moved that the Local Board send a letter to the three members of the Board of Supervisors Finance Committee (Supervisors Leno, Peskin, and Gonzalez) and the President of the Board of Supervisors (Supervisor Ammiano) requesting that the $250,000 of DHS' budget that was put on reserve last year be carried forward to the next fiscal year. Bob Nelson will follow up this request with a call to Supervisor Mark Leno. The Policy Committee should revisit at its next meeting the list of recommendations for how to spend the money and if it is still a viable list, then go through whatever steps are necessary to have it implemented. Jennifer Grant seconded the motion. The motion passed unanimously. This item was referred to the 5/29/01 Steering Committee Meeting to be voted on in lieu of the Full Board due to the fact that this item was time sensitive.**
3. Allison Lum, Coalition on Homelessness, asked if members of the Strengthening Single Adult Shelters would be notified when the recommendations from their committee would be reviewed before the Policy Committee.
4. Gail Gilman stated that the list of recommendations from the Strengthening Single Adult Shelters would be sent out for people to review before the next Policy Committee meeting, scheduled for Thursday, June 21, 2001, 10AM-12PM at 25 Van Ness Avenue, Room 720.

IV. **For discussion and possible action:** Discuss what policy, if any, the Local Board should adopt in regards to people living in poverty who are vehicularly housed.
A. Policy Recommendations regarding people who are vehicularly housed were discussed.

1. Walter Brand recommended that part of the vacant parking lot at Candlestick Park be used for people who live in their cars to park their cars there. He also discussed a catch 22: cars are taken if they are parked in a spot for more than 72 hours, and sold at the auction, people buy them again, accrue citations and warrants, and the cars are taken again. He stated that the Post Office has allowed people to having a mailing address if they live in an automobile.
2. Jennifer Friedenbach suggested three policy recommendations:
    a. While Candlestick Park is dormant, allow a portion of the parking lot to be used for people who are vehicularly housed to park their cars.
    b. Allow use of vehicle for a mailing address.
    c. The Vehicularly Housed Residential Community has a draft bill of rights that can be worked into a policy. Jennifer Friedenbach distributed fliers for a demonstration at City Hall on May 30, 2001 at 12:00 Noon. Some of the issues listed on the flier that can be included in a Local Board policy are: the right to due process, the right to be free from discrimination, the right to have fees waived if you can't afford them, the right to privacy, and the right to eat, rest, and sleep in your vehicle.
3. Allison Lum suggested as an option that San Francisco can declare a State of Emergency in order to override State law, such as in the case of the needle exchange.
4. George Smith recommended that the Policy Committee go to Bayview and ask for public input before the proposal is brought to the Full Board.
5. Gail Gilman stated that the Vehicularly Housed Residential Association plan summary and bill of rights will be sent out and discussed at the next Policy Committee meeting, Thursday, June 21, 2001, 10AM-12PM at 25 Van Ness Avenue, Room 720. LS Wilson, Coalition on Homelessness, will provide the Local Board with the Vehicularly Housed Residential Association plan summary and bill of rights.

V. **For discussion and possible action:** Develop action steps in support of the adoption of the definition of homelessness by City Departments and the Board of Supervisors.
A. Jennifer Grant moved that 1) the Policy Committee accepts the Local Board's definition of homelessness with one change ("transitional" was removed from the last line); 2) the Mayor's Office on Homelessness send a letter to City Departments requesting a letter in support of the Local Board's definition of homelessness; 3) these letters be sent to Supervisor Ammiano with a request that the Board of Supervisors adopt the Local Board's definition of homelessness; and,
4) Bob Nelson will follow up on the written request with a call to Supervisor Ammiano. Joyce Miller seconded the motion. The motion passed unanimously.

1. Bob Nelson also recommended that the Coalition on Homelessness send Supervisor Ammiano a letter of support for the Local Board's definition of homelessness.

VI. **Adjournment: The meeting adjourned at 2:45 PM.**

Minutes were taken by Holly Friel, Liaison to the Local Board.

San Francisco Local Homeless Coordinating Board
Policy on Taking Public Policy Positions & Visiting Public Officials

The Local Homeless Coordinating Board of the City and County of San Francisco is a public body and can take public positions on issues at the local, state, or federal level that affect homeless people.

Two parameters guide Board members in taking public positions (i.e. when speaking with the media or with a holder of public office):
1) A member of the Local Board, when representing the Local Board, can only take public positions that the Full Board has voted upon and approved.
2) When members speak publicly as members of the Local Board (not as individuals or in some other capacity), they must limit themselves to supporting the policies articulated by the Board. Members speaking as individuals may not identify themselves as representing the Local Board if they are taking a position that is contrary to that of the Local Board.

When the Local Board is presented with an issue that needs to be considered as a formal policy position, the following steps will occur:

- A policy can originate from any member of the public but must be introduced for action by a Local Board member.

- If the policy originates at the Full Board, it will first be reviewed by the Policy Committee for a recommendation. That recommendation, either for approval or rejection, is then returned to the Full Board for a vote. If the policy is approved, the Policy Committee should also recommend action steps to the Full Board for the implementation of the policy.

- If a policy is first presented to the Policy Committee, the Committee will review the policy and make a recommendation, then bring it to the Full Board. If the Full Board needs more information, it may be sent back to the Policy Committee for further review. If the policy is approved, the Policy Committee should also recommend action steps to the Full Board for the implementation of the policy.

- If a policy that has been reviewed by the Policy Committee has fiscal considerations, it may be sent to the Funding Committee by the Full Board before final authorization occurs.

- The chairs or co-chairs of the board and/or the chair of the Policy Committee are responsible for obtaining input and information from any affected City department, homeless individuals, and other affected agencies, in order to inform the Board's decision.

- If the action steps identified by the Policy Committee include presentation of the policy to public officials, such presentation will be made by the co-chairs or their designee, which may be a subcommittee chair or another member of the Local Board who has special knowledge of the issue at hand.

- In the case of an issue that needs a decision before the next full Local Board meeting, the Steering Committee is empowered to make a decision on behalf of the Full Board.

Failure to comply with this policy could result in a recommendation for dismissal from the Local Board.

HOW TO SPEND TO $250,000 ON SHELTERS THIS YEAR

The following is a list of the top 12 priorities for spending the $250,000. As you can see, the list adds up to much more then $250,000 - more resources are needed!

This list does not reflect a total prioritization of all the Strengthening Single Adult Shelter Recommendations. It simply reflects some of the most important items the Committee felt could get up and running this year.

In addition, there are several items on this list, as well as throughout the document that will have no or minimum cost. These items should be enacted immediately.

For a full description of these recommendations, as well as to find out which items are immediate, please refer to full set of recommendations which will become chapter in the Continuum of Care.

Priority	Budget Item
1	Higher salaries for direct service staff
2	Access to substance abuse, mental health and dual diagnosis treatment through enhanced on-site and linkages
3	Full support services at shelters (Expand needed services in shelters with not enough services)
4	Monitoring Committee
5	Expand shelter capacity
6	Voluntary follow up case management/aftercare for those who have left the shelter/collaboration with new service providers
7	Expand times services are available
8	Primary health care available on-site
9	Homelike environment - on-going replacement of items such as plants, reading library, curtains, etc.
10	Spanish translation of materials
11	Assistance with credit repair, eviction and legal issues through peer support, counseling and training
12	Opportunities for shared housing/listing

In addition, the Strengthening Single Adult Shelter Committee has recommendations on how the $50,000 on training should be spent:

1. Cultural Competency Training - outside trainer
2. Training all staff around effective Support Services/sensitivity etc.

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

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6/21/01

POLICY COMMITTEE MEETING
Thursday, June 21, 2001
10:00 AM – 12:00 PM
25 Van Ness Avenue, Room 720

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AGENDA

I. **For discussion and possible action:** Review draft contact sheet for people to navigate the process for opening housing and shelter programs in San Francisco. (Document attached.)

II. **For discussion and possible action:** Review and discuss possible implementation of Strengthening Single Adult Shelters Committee recommendations for $250,000 reserve funds. (Document attached.)

III. **For discussion and possible action:** Review Vehicularly Housed Residential Association plan summary and bill of rights and discuss possible policy recommendations. (Document attached.)

Public comment available at start of meeting and before every vote.

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PLEASE CONTACT JENNIFER FRIEDENBACH WITH SUGGESTED CHANGES BEFORE THE POLICY COMMITTEE MEETING ON 6/21/01, VIA PHONE: (415)346-3740 EXT.311 OR FAX: (415)775 -5639.

DRAFT

SO YOU WANT TO START A COMMUNITY BASED ORGANIZATION IN YOUR COMMUNITY?

DRAFT

HERE ARE SOME HELPFUL TIPS... HOW TO GET STARTED, WHO TO CONTACT IN THE CITY

FOR SHELTER

Important folk to touch base with:

- **George Smith,** Director, Mayor's Office on Homelessness **252-3136**
- **Maggie Donahue**, Department of Human Services, Housing and Homeless Programs, **558-1981**
- **Local Homeless Coordinating Board** - call **252-3158** to get on mailing list. this Board is a community/government body that makes recommendations on issues affecting homeless people.
- **Gene Coleman**, Mayor's Office of Community Development **252-3157** for Emergency Shelter Grants,
- Community Based Organizations who run shelters now:

Please note: The city generally uses general fund dollars to pay for shelters. Primarily the Department of Human Services manages contracts for city shelters, but final decisions on funding is made by the Mayor's Office. Budget decisions for the following year are made by the Department between September and January, and at Mayors office between February and May. The City has a specific process for contractors (please see attachment 1).

For private grants, a good place to start is the Foundation Center Library located at 312 Sutter, 397-0902

Other Governmental Grants Include:
FEMA (need info)

Mayor's Office on Community Development also funds through CBDG, Planning and Capacity Building for improving an organization or community capacity to plan. This is a good one time start up fund.

FOR DROP-IN CENTERS

Important folk to touch base with:

- **George Smith,** Director, Mayor's Office on Homelessness **252-3136**
- **Maggie Donahue**, Department of Human Services, Housing and Homeless Programs, 558-1981

DRAFT

- **Local Homeless Coordinating Board** - call **252-3158** to get on mailing list
- **Gene Coleman**, Mayor's Office of Community Development at **252-3157** for Community Development Block Grants
- **Community Based Organizations** who run drop-in centers now:

Please note: The city generally uses general fund dollars to pay for drop-in centers. Primarily the Department of Human Services manages contracts for drop-in centers, but final decisions on funding is made by the Mayor's Office. Budget decisions for the following year are made by the Department between September and January, and at Mayors office between February and May. The City has a specific process for contractors (please see attachment 1).

In addition, you may qualify for Federal McKinney funds for Drop-in Centers. This is a locally run process through the Local Board, and staffed by Department of Human Services.

Mayor's Office on Community Development also funds through CBDG, Planning and Capacity Building for improving an organization or community capacity to plan. This is a good one time start up fund.

For private grants, a good place to start is the Foundation Center Library located at 312 Sutter, 397-0902

For private grants, a good place to start is the Foundation Center Library located at 312 Sutter, 397-0902

FOR TRANSITIONAL HOUSING

Important folk to touch base with:

- **George Smith**, Director, Mayor's Office on Homelessness **252-3136**
- **Maggie Donahue**, Department of Human Services, Housing and Homeless Programs, **558-1981**
- **Local Homeless Coordinating Board** - call **252-3158** to get on mailing list
- **Gene Coleman**, Mayor's Office of Community Development at **252-3157** for Community Development Block Grants
- **Community Based Organizations** who run transitional housing centers now:

In addition, you may qualify for Federal McKinney funds. This is a locally run process through the Local Board, and staffed by Department of Human Services.

For private grants, a good place to start is the Foundation Center Library located at 312 Sutter, 397-0902

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FOR SUBSTANCE USE TREATMENT PROGRAMS

Important folk to touch base with:

- **Phyllis Harding**, Deputy Director, Community Substance Abuse Services, **255-3500**. Must go through Request for Proposal competitive process.

- **Treatment on Demand Planning Council**, Meets first Thrusday of every month at 1380 Howard, 4th Floor. Community body that recommends where all new treatment dollars should go. To get on mailing list, contact Daryl Burton at **255-3520**

- **Gene Coleman**, Mayor's Office of Community Development at **252-3157** for Community Development Block Grants

In addition, you may qualify for Federal McKinney funds. This is a locally run process through the Local Board, and staffed by Department of Human Services.

For private grants, a good place to start is the Foundation Center Library located at 312 Sutter, 397-0902

Mayor's Office on Community Development also funds through CBDG, Planning and Capacity Building for improving an organization or community capacity to plan. This is a good one time start up fund.

FOR MENTAL HEALTH TREATMENT PROGRAMS

Important folk to touch base with:

- **Jo Ruffin**, Deputy Director, Community Mental Health Services **255-3401**
- **Local Homeless Coordinating Board** - call **252-3158** to get on mailing list. this Board is a community/government body that makes recommendations on issues affecting homeless people.
- **Mental Health Board**, contact Helenya at **255-3400**
- **Gene Coleman**, Mayor's Office of Community Development at **252-3157** for Community Development Block Grants

For private grants, a good place to start is the Foundation Center Library located at 312 Sutter, 397-0902

In addition, you may qualify for Federal McKinney funds . This is a locally run process through the Local Board, and staffed by Department of Human Services.

DRAFT

DRAFT

FOR PERMANENT HOUSING

Important folks to contact:

- **Maggie Donahue**, Department of Human Services, Housing and Homeless Programs, **558-1981**
  Administers Shelter+Care, a federal housing program for housing subsidies for homeless people with substance use, mental health issues or HIV+. Also Master Leases SRO hotel rooms)

- **Joel Lipsky**, Mayor's Office of Housing **252-3119**
  Funds capital improvements to existing non-profit housing, supportive housing for homeless or disabled persons, supportive rental senior housing, preserving existing affordable housing. See their website for deadlines and process: www.http://sfgov.org/moh/moh

- **Gene Coleman**, Mayor's Office of Community Development at **252-3157** for Community Development Block Grants. The Housing portion of this fund pays for acquisition, rehabilitation, and hosuing servines, non-profit new housing.

Mayor's Office on Community Development also funds through CBDG, Planning and Capacity Building for improving an organization or community capacity to plan. This is a good one time start up fund.

DRAFT

Strengthening Single Adult Shelter Committee Recommendations

The following is a list of the top 12 priorities for spending the $250,000.

This list does not reflect a total prioritization of all the Strengthening Single Adult Shelter recommendations. It simply reflects some of the most important items the Committee felt could be put in place this year.

In addition, there are several items on this list, as well as throughout the document, that will have no minimum cost. These items should be enacted immediately.

For a full description of these recommendations, as well as to find out which items are immediate, please refer to the full set of recommendations in the 2001-2006 Continuum of Care plan.

Priority	Budget Item
1	Higher salaries for direct service staff
2	Access to substance abuse, mental health and dual diagnosis treatment through enhanced on-site and linkages
3	Full support services at shelters (expand needed services in shelters with not enough services)
4	Monitoring Committee
5	Expand shelter capacity
6	Voluntary follow up case management/aftercare for those who have left the shelter/collaboration with new service providers
7	Expand times services are available
8	Primary health care available on-site
9	Homelike environment – on-going replacement of items such as plants, reading library, curtains, etc.
10	Spanish translation of materials
11	Assistance with credit repair, eviction and legal issues through peer support, counseling and training
12	Opportunities for shared housing/listing

In addition, the Strengthening Single Adult Shelter Committee has recommendations on how the $50,000 for training should be spent:

1	Cultural Competency Training – outside trainer
2	Training all staff around effective support services/sensitivity, etc.

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Project Concept

PROJECT NAME:

Vehicularly Housed Residential Community

PREPARED BY:
Vehicularly Housed Residents Association,
and the Coalition on Homelessness, SF

468 Turk Street
San Francisco, California 94102
phone: (415) 346-3740
fax: (415) 775-5639

PROJECT NAME:
Vehicularly Housed Residential Community

PREPARED BY:
Vehicularly Housed Residents Association[1] & the Coalition on Homelessness, SF

PROJECT DESCRIPTION:

This project plans to convert presently unused land into a site upon which vehicularly housed people can park their vehicles in a stable, safe and clean environment, complete with basic amenities and services. The *SF Vehicularly Housed Residential Community (VHRC)* will provide an innovative new alternative to living on the streets by creating a thriving, stable, and diverse living option, free from the ongoing dangers of living on the streets.

The cornerstone to the success of this project is the active role that tenants will play in its development and upkeep. A strong commitment to tenant economic development and training will further the goal of creating a self-sufficient, low-rent living option. This model combines community and self determination with job creation and training to stabilize and improve the living conditions of its residents.

The key features of this project include:

- Conversion of a presently unused plot of land into rental spaces for approximately 40-60 vehicle dwellings;
- The provision of basic amenities, including showers, bathrooms, black water disposal, water, mail service, lighting, and garbage pickup;
- Creation of a thriving community space for events and services, including collaboration with local service providers to bring voluntary services on site (e.g. health care provided by the Health Care Clinic Consortium SOS program);
- Active partnership between residents, a nonprofit agency, service providers, and the City;
- Tenant employment and training in the improvement of the partially improved land, including clearing the property, grading, erection of non-permanent community buildings and landscaping;
- Management, operation and maintenance of the community primarily by tenants, initially in partnership with a nonprofit agency;
- The development of a Community Handbook of rules and regulations to facilitate an ordered and respectful living situation, including rules regarding eligibility, rent expectations, dispute resolutions, tenants rights and other guidelines;
- Creation of a self supporting housing option that facilitates mutual support and empowerment, with the goal of stabilizing and improving the living conditions of its residents;
- Economic development opportunities, including job creation and training, in order to sustain the economic vitality of the lot and create employment opportunities;
- Potential for replication in other sites around the city.

This project is planned as a pilot project, with the goal of developing several such sites throughout the City.

[1]The Vehicularly Housed Residential Association is a community organization made up of people who reside in vehicles, primarily in the area East of 3rd Street.

PROJECT NEED:

There are currently hundreds of 'houseless' people who live in their vehicles throughout San Francisco. While these vehicularly housed people have found a way to stay off of the street, they continuously face displacement and potential loss of their homes due to enforcement of an assortment of laws, and through the dissatisfaction of nearby merchants and housed neighbors. The Vehicularly Housed Residential Community will create a healthy living environment for people presently residing in vehicles - benefiting not only those who will live there, but San Francisco as a whole. This plan has the support of vehicularly housed people throughout the City, local service providers and business people, and is constantly gaining support as the project develops.

The VHRC will not be a shelter, but a cooperative living alternative. More than a trailer park, the VHRC is a real community designed to provide jobs and training, as well as a centralized location for health care provision and other services. On-site showers, laundry facilities, and a community kitchen will provide VHRC residents with a far more healthy living environment, which will have positive physical and mental health benefits, while assisting in job readiness. By creating a more stable living situation, the VHRC will help many people move out of homelessness and into stable housing. The VHRC will also protect residents from the violent crimes that they are presently vulnerable to while parked on city streets.

The health risks of people living in vehicles on the street is continuously compromised due to ongoing relocation from one area to another. A site such as this plan proposes would act both to reduce the health risks resulting from such relocation, while at the same time allowing health care providers to offer ongoing health services to VHRC residents. (see Appendix A, letter of support from San Francisco Community Clinic Consortium).

This is a pilot project that, if successful, can be replicated on other sites to further meet the needs of the many vehicularly housed residents of our City. The VHRC will strive to breed a greater understanding amongst different members of the community - both vehicularly and permanently housed. No one model can meet the needs of all vehicular residents, but the VHRC is the first steps towards creating an alternative site upon which people can live in their vehicles.

PROJECT DESIGN:

Site Criteria

The Vehicularly Housed Residential Association, with the support of its Advisory Board is currently looking for appropriate sites for the VHRA project. The criteria being sought for the site include an area of approximately 100,000 square feet or greater in a nonresidential area. The land must be level and either paved or pavable. It is necessary that the site be free of environmental toxics. The site must be close to public transport, and preferably in nearby proximity to stores. The site must be ammenible to adapting existing buildings to use for the ammenities spelled out above, or be available for either permanant or temporary structures to be built for this purpose.

The property will most likely be leased by the City from the public or private owner at a nominal cost. The City will in turn sublet the property to a nonprofit agency selected through a Request for Qualification process described below. The Master Lease agreement between the City and the owners will be consistent with all legal requirements and restrictions.

The Residential Spaces

There will be two space sizes available for parking vehicles. The larger size will accommodate large buses, while smaller spaces will be aimed at vehicles such as vans or small trailers. The large spaces will be approximately 40'X 18' (720 sqft.), and the medium-sized spaces will be approximately 30' X 18' (540 sqft.). An estimated 55-60 spaces will fit in this site in its present state. More vehicles can be accommodated if the property is graded.

Vehicularly housed individuals are involved in a community design process with the assistance of architect John Patino. The ultimate distribution of space sizes will be determined after a survey has been done of interested tenants prior to the pre-leasing site preparation.

On-Site Amenities and Services

The initial, basic amenities will include showers, bathrooms, black water disposal, potable water, mail service, lighting, a community kitchen and garbage pickup. The costs of these amenities will be included in the operating expenses of the site and built into the rent structure.

Electricity for personal use will be available to those who wish to pay for the service. A pre-determined number of sites will be equipped with hook-ups that can be turned on at the request of the vehicle tenant. This cost will be separate and above the cost of rent.

Additional amenities being considered include an on-site laundry facility, oil recover, pay phones, a community bulletin board, and others.

Temporary structures such as office trailers or other buildings that are easily dismantled will be placed on the site.[2] The community buildings will hold showers, bathrooms, an office, and a community space. They will also allow room for classes, clinics, and other services. Some of the on-site services that have been suggested include GA clinics, vet services, computer and other classes, vocational training, and other services and activities the community wishes to initiate. The San Francisco Health Care Clinic Consortium of Health Care for the Homeless presently provides health care to many vehicularly housed residents around the city, and has expressed interest in weekly visits to the lot.

Tenant Eligibility

Tenants will be screened for eligibility. Once they have been admitted into the lot, residents will sign a lease upon entering the VHRC. Individuals can stay for as short a time as one week, and there will be no limits on how long an individual or family can stay on the lot. This will help establish continuity and stability.

Income. Tenancy in the VHRC is aimed at very low income individuals who are living in their vehicles. Income eligibility will be set at 35% or below HUD's Area Mean Income for San Francisco PMSA.[3] Individuals and families receiving public benefits will automatically qualify. A limited number of spaces will be designated for individuals who earn up to 50% PMSA and can show long term residency in a vehicle.

Vehicle eligibility. Vehicles housing mobile residents will qualify for the spaces. This includes buses, trucks, trailers, vans and cars. All vehicles will have to be registered in San Francisco. A non-operational registration is sufficient to meet this criteria. Vehicles will have to meet basic health and safety standards governing Vehicular Residential Parks pursuant to the California Housing Code Title 25, Ch.2.[4]

A voluntary program may be initiated to assist car dwellers in acquiring larger vehicles such as trailers. This may be done through the purchase and renovation of trailers on-site or nearby.

San Francisco residency. All VHRC tenants must be residents of San Francisco. Residency will be established upon being in San Francisco for 30 days.

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[2] Temporary structures are being contemplated to comply with Port requirements for this use of their property.

[3] 35% of area mean income for San Francisco under the HUD guidelines is $15,019 for a single adult, $17,164 for a family of two and $19,310 for a family of three. 50% of area mean income is .

[4] California Housing Code, Title 25, Ch. 2. "Mobilehome Parks, Special Occupancy Trailer Parks."

Household composition. The majority of people presently living in vehicles are single adults and couples. The VHRC will also be open to families in order to provide a safer environment than living on the streets. All community facilities of the VHRC, including bathrooms, showers, and community spaces will be accessible to people with disabilities.

Pets will be permitted.

Non-discrimination policy. The VHRC will be open to people regardless of their race, gender, culture, ethnicity, sexual orientation, disability, nationality or immigration status.

Management and Decision Making

The VHRC will be managed through a collaborative partnership between a nonprofit organization ("Nonprofit Partner") and tenants of the VHRC. Management and operation of the VHRC will be transferred fully to a newly established tenant run non-profit during the second stage of the project.

An on-site resident manager will be selected by the Tenant Council and contracted by the Nonprofit Partner will be hired from amongst potential or existing residents. This individual will receive a salary and a large vehicular space for his or her services.

Decisions regarding VHRC guidelines and day to day operations will be made by a council ("Council") made up of a majority of tenants, with representatives from the Nonprofit Partner, and other elected members. The Council will set up the rules and make decisions regarding the ongoing management of the VHRC. Selected decisions will also be made through input from all tenants at meetings of the whole.

Rules will be made based on conduct not status, consistent with the concepts of respect and dignity inherent to the VHRC. The rules and expectations of the community will be determined through a joint planning group of the nonprofit managers, vehicular residents, and chosen advocates and/or service providers, and codified in the Community Handbook. The Handbook will act as the general guidelines for tenants, management, and others who are visiting the community. Policy changes implemented through the Council.

The community will attempt to resolve disputes through its council, and an arbitration process will be established for this purpose. Violations of the rules and guidelines that are set out in the Community Handbook will be addressed in this fashion.

The Nonprofit Partner. A nonprofit organization will be chosen by a selection committee through a Request for Qualifications (RFQ) process to meet the specifications defined by this proposal. The RFQ will be drafted through a collaborative effort between the Vehicularly Housed Residents Association, the City, and other selected advocates and service providers. The RFQ will then be put out to open bid. The selection committee will necessarily include a majority representation of future potential tenants (for example members of the Vehicularly Housed Residents Association) and their advocates. After proposals have been submitted, the selection committee will evaluate the proposals based on the criteria laid out in the RFQ and make a recommendation to the funding body.

After the initial Nonprofit Partner has been chosen, the goal will be to incorporate a tenant controlled nonprofit organization after the first 18 months ("Tenant Nonprofit"). The agreement with the Nonprofit Partner will include criterion for the transfer of management of the VHRC to the Tenant Nonprofit after eighteen months, and a timeline to comply with these guidelines.

Office Staffing. A desk at the main office will be staffed by tenants during the daytime hours. The tasks of the office staff will most likely include addressing maintenance problems as they arise, answering questions, monitoring the gate of the VHRC, coordinating work schedules for tenants, and other day to day tasks. The specific role of the office staff will be set out in the Community Handbook.

Shared Responsibilities Between Nonprofit and Tenants. The Nonprofit Partner will have specific duties and obligations, mainly covering general oversight and rent collection. Tenants will likewise play a key role in the management and administration of the VHRC. The roles of each party will be defined in the Community Handbook.

Tenant Fund. A Tenant Fund will be established to pay for unexpected contingencies on the lot. 5% of all rents will go into the fund, as well as any portion of additional funds gained through economic development activities as determined by the tenant council. This fund will be available to pay for additional amenities, unanticipated maintenance needs or other projects. Expenditure of the fund will be determined by the tenant council.

Tenant Selection and Lease-up

The initial tenants will be selected using the criteria chosen during the planning process and clearly defined in the Community Handbook. Prospective tenants will be provided with a written statement of the basic rules and expectations of the community so that they can determine if the community is appropriate for their needs.

Tenants will be selected according to the eligibility criteria listed above, with final acceptance onto the lot after passing an initial screening intake interview conducted by a representative or representatives of the Council. During the interview, the VHRC representatives will explain the community and how it works, including the expectations and philosophy. The prospective tenant will discuss his/her reasons for wanting to live in the community and concerns they may have. If the prospective tenant meets the basic criteria and agrees to the rules of the community, s/he may move in.

If there are more applicants than spaces available in the VHRC, a waiting list will be maintained with a system for periodic check-ins by prospective tenants. When new spaces become vacant, prospective new tenants will be selected in order from the waiting list, at which time they will contacted and given the opportunity to go through the screening process.

Community Living - Everyone Works

Once the VHRC is up and running, every individual who lives on the property will be involved in the upkeep of the property as a part of their payment. While a set rent will be charged per space, every adult on the property will be responsible for doing his or hers share of the work. Work activities will include security, maintenance, administration, participation in the income generating activities and other jobs. Work schedules and options will be flexible to facilitate employment schedule, disability, or other special circumstance.

A major goal is the demonstration of tenant managed and maintained housing. After the renovation, the day to day management, operation, and maintenance of the property will transition largely to tenants. After 18 months, a transition period will transfer management of the VHRC from the Nonprofit Partner to the Tenant Nonprofit. This will have both intrinsic and economic benefits. Empowerment and community are two of the main intrinsic benefits of tenant management. Creating a management structure in which tenants make all necessary decisions about where they live will facilitate the development of community and will facilitate the empowerment of tenants. At the same time, tenant management is the key to inexpensive day to day operation and maintenance necessary to make this project work.

A Sanitary and Safe Environment

Keeping the VHRC Clean. Keeping the VHRC clean and sanitary will be a top priority. The rules of the lot will make it clear that every individual is responsible for keeping their space free of trash and properly hosed down. Sufficient trash receptacles will be located on the site, with weekly refuse pickup. The community areas will be cleaned regularly by the tenants. Specific guidelines for sanitation will be set out in the Community Handbook and posted around the lot.

Security. Security will be provided on the VHRC at all times. The fundamental concept is neighbors watching out for neighbors. All night security will be provided through a sweat equity program, with four hour shifts covered by two tenants each. Day security will be the function of the person staffing the office. The tenant security teams will be trained by neighborhood watch, will be equipped with radios, and will follow procedures set up by the tenant group.

VHRC security will act in collaboration with the San Francisco Police Department and SF SAFE to enhance security to the lot.

Rent Structure

The rent of the VHRC will cover the operating expenses of the lot once full lease-up has been attained. At the same time, the rent structure will be accessible to the tenants who will most benefit from the realization of this project. At the writing of this draft, the operating costs have still not been determined, so a set amount can not be proposed.

The rental rates for the spaces will vary according to the size of the space. The exact amount of rent per space can not be determined at the present time due to lack of information about the cost of the lease and other costs related to the operation of the VHRC.

Tenants will have renewable monthly lease contracts between themselves and the nonprofit property manager. Rent will be paid bi-weekly or monthly in accordance with that individual or family's pay cycle. Best efforts will be made to assist and accommodate the individual households' payment schedule to best fit how they receive their income, in order to facilitate the payment of rent.

Rent will be collected by the on-site tenant manager, who will also be a representative of the Nonprofit Partner. Rent will be collected on a bi-weekly basis and receipts will be provided to tenants. The consequences for failure to pay rent will be spelled out clearly in the Community Handbook to ensure that all residents are aware of their obligations and the consequences of their failure to meet them.

Tenants' Rights

Tenants will have rights that attach to their occupancy on the VHRC as a recreational vehicle park[5]. This is essential both to protect tenants' basic rights and to ensure the stability this community is intended to create. This is not a shelter, but an alternative housing option for those who choose to live there. It is important that the rights of tenants properly reflect the dignity and autonomy upon which this project is based.

An agreement will be reached to uphold the Port's right to exercise their thirty day option to regain possession of the property as written into the master lease between the Port and the City.

COMMUNITY ECONOMIC DEVELOPMENT:

The Vehicularly Housed Residents Association has a strong commitment to economic development. Some examples of possible economic development activities include daytime parking for people doing business in the area, renovating vans and buses for new tenants, and other potential options. In addition, an on-site laundry facility and recycling project will bring in limited revenues.

The community economic development ideas will be aimed primarily at gaining revenue for the operation of the VHRC, while at the same time creating jobs for VHRC tenants. Specific economic development projects will necessarily depend on the make-up of the tenants who reside in the VHRC, and will therefore be determined after lease-up. The method for selecting the specific economic development activity will be described in the Community Handbook.

[5] California Civil Code § 799.20
[7] "Recreational Vehicle Occupancy Law."

PREPARING THE SITE FOR OCCUPANCY:

Site Preparation

Most of the property is presently paved and in fair condition. In order to prepare the property for the commencement of the VHRC, the following improvements may be made:

- Re-pave some areas of site if necessary.
- Clear overgrown vegetation.
- Build two community structures: one for the showers and bathrooms, and one for the community space and office.
- Install any necessary electricity, water, sewer and plumbing.
- Install lighting where necessary.

Tenant Employment in Renovation and Start-up.

All new employment opportunities connected with the VHRC will include job creation for tenants and potential tenants, through requirements built into the requisite public bidding process. Training and services will be provided for the work crew. This will remain consistent from the pre-leasing stage throughout the duration of the project. Individuals eligible for eventual tenancy will be selected by the Nonprofit Partner. The work crew will have the option of moving onto the property to assist in its renovation. Rent will be a part of the workers' compensation during this time, and wages will be paid as a part of startup costs.

Funding the Development Process

In order to make this project work, it is necessary to explore many creative financing options. A consistent goal must be to keep costs down so that rent can remain low, while ensuring that the basic amenities necessary for a healthy community are provided.

It is essential that the rent for the property be kept as low as possible. The Port may be persuaded, with the help of the City, to provide the land for a nominal fee for the duration of the project. In exchange, the value of the property will be improved through the development of the project.

Donations of services and materials should be sought through a collaborative effort between the City and VHRC residents.

Funding for the development costs for the project will be sought through several avenues. Possible sources of funding that have been identified include the Homeless Facilities pool set aside from Community Development Block Grant funding. Remaining funds will be sought through the SF Redevelopment Agency, Habitat for Humanity and other private foundations, and State and Federal grants.

CONCLUSION:

This proposal lays out an innovative way to address the crises facing a portion of the homeless community of San Francisco. This model project will create a safe and healthy community that has built into it the common sense and inherent dignity that will make it work.

ARTICLE 1.1

REGULATING THE USE OF VEHICLES FOR HUMAN HABITATION

Sec. 96. Definitions.
Sec. 97. Use of Vehicles for Human Habitation Prohibited.
Sec. 97.1. Exception.
Sec. 98. Penalty.
Sec. 99. Severability.

SEC. 96. DEFINITIONS. For the purpose of this Article the following words and phrases shall mean and include:

(a) **House car.** House car shall mean a motor vehicle originally designed or permanently or temporarily altered and equipped for human habitation, or to which a camper has been permanently or temporarily attached.

(b) **Camper.** Camper shall mean a structure designed to be mounted upon a motor vehicle and to provide facilities for human habitation or camping purposes.

(c) **Trailer Coach.** Trailer coach is a structure designed to be drawn by a motor vehicle for human habitation, or human occupancy, for carrying persons or property on its own.

(d) **Person.** An individual, firm, partnership, joint adventure, association, social club, fraternal organization, joint stock company, corporation, estate, trust, business trust, receiver, trustee, syndicate, or any other group or combination acting as a unit excepting the United States of America, the State of California, and any political subdivision of either thereof. (Added by Ord. 77-71, App. 4/2/71)

SEC. 97. USE OF VEHICLES FOR HUMAN HABITATION PROHIBITED. (a) No person shall use or occupy or permit the use or occupancy of any house car, camper or trailer coach for human habitation, including but not limited to sleeping, eating or resting, either single or in groups, on any street, park, beach, square, avenue, alley or public way, within the City and County of San Francisco between the hours of 10:00 p.m. and 6:00 a.m.

(b) No person shall use or occupy or permit the use or occupancy of any motor vehicle for human habitation, either single or in groups, on any street, park, beach, square, avenue, alley or public way, within a residential neighborhood of the City and County of San Francisco between the hours of 10:00 p.m. and 6:00 a.m. For the purposes of this Section, "motor vehicle" shall mean any self-propelled vehicle other than a house car, camper or trailer coach. "Residential neighborhood" shall mean any area of the City zoned for R-H, R-M or R-C use under the City Planning Code, and "habitation" shall mean the use of a motor vehicle as a dwelling place, and shall not mean the use of a motor vehicle for allevation of sickness or temporary physical inability to operate such motor vehicle. (Amended by Ord. 417-84, App. 10/5/84)

SEC. 97.1. EXCEPTION. The General Manager of the Recreation and Park Department may by written permit allow the use or occupancy of any house

car, camper or trailer coach on or in any property under the jurisdiction of the Recreation and Park Commission when he finds that such use is necessary for the operation and protection of City property and livestock.

The permission granted by the General Manager may be revoked upon five days written notice to the permittee. (Added by Ord. 77-71, App. 4/2/71)

SEC. 98. PENALTY. Any person who violates any provisions of this Article shall be deemed guilty of a misdemeanor and upon conviction such person shall be punished by a fine of not to exceed $1,000 or by imprisonment in the County Jail for a period not to exceed six months, or by both such fine and imprisonment. (Added by Ord. 77-71, App. 4/2/71)

SEC. 99. SEVERABILITY. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Article or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Code or any part thereof. The Board of Supervisors hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional or invalid or ineffective. (Added by Ord. 77-71, App. 4/2/71)

VEHICULARLY HOUSED/TOWED PERSON'S BILL OF RIGHTS

PREAMBLE
We the People of San Francisco, in order to form a more humane City and County, establish Justice, ensure fair treatment, and provide for shelter, and promote public health, do ordain and establish this Bill of Rights for the City and County of San Francisco.

This Bill of Rights is intended to protect the lawful owners, possessors or operators of motor vehicles from economic discrimination by the City and County of San Francisco, the San Francisco Police Department and the Department of Parking and Traffic.

As a vehicularly housed person, I have the right to live in my vehicle, including: the right to sleep, eat, and rest in my vehicle.

As a vehicularly housed person, I have the right to privacy within my vehicle.

All lawful owners, possessors, or operators of vehicles shall be free from discriminatory enforcement of the law and shall enjoy freedom from harassment and discrimination in towing.

As a vehicularly housed person, I have the right to park in public parking spaces, and apply for a residential parking permit, within the City and County of San Francisco.

As a vehicularly housed person, I have the right to indicate my vehicle as my primary residence.

As a vehicularly housed person, for sanitary reasons, I have the right to access a free, public facility with waste disposal capabilities and drinking water.

All lawful owners, possessors, or operators of towed vehicles are entitled to due process under law. All such persons have the following rights:

The right to a hearing before an independent, unbiased arbiter
The right to accessible information about the hearing procedure and my hearing rights
The right to accurate, complete, and timely notice of the charges against me
The right to access any evidence regarding the vehicle tow
The right to legal representation or assistance with the tow hearing
The right to present evidence on my behalf
The right to cross-examine witnesses against me, including the charging officer

The City shall implement a formal fee waiver procedure for indigent lawful owners, possessors, or operators of vehicles whose vehicles are towed.

The City shall create a centrally located body at which vehicularly housed people can address issues related to payment of fees and fines, vehicle tows and recovery, and property retrieval.

The City shall not prevent lawful vehicle owners, possessors, or operators from retrieving personal property contained within towed vehicles.

For more information call Adam or Mara at the Coalition on Homelessness (415) 346-3740.

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POLICY COMMITTEE MEETING MINUTES
Thursday, June 21, 2001
10:00 AM – 12:00 PM
25 Van Ness Avenue, Room 720

I. **Call To Order and Roll Call:** The meeting was called to order at 10:16 AM.
Members present: Rita Semel, Gail Gilman, Jennifer Friedenbach, Gene Coleman, Manny Morales, George Smith
Non-members present: Barbara Boice (MSC-North), Vincent Bunten (Coalition on Homelessness), Holly Friel (Liaison to Local Board), Patrick Hogue (SF Chronicle), Brother Jefferson (UN Plaza Homeless Project, and Health Realization Project), Allison Lum (Coalition on Homelessness), Nora O'Connor (Walden House), Joyce Rich, Rudolph Rodriguez (UN Plaza Homeless Project, and Health Realization Project)

II. **For discussion and possible action:** Review draft contact sheet for people to navigate the process for opening housing and shelter programs in San Francisco.
A. Jennifer Friedenbach presented a draft contact list. The list will be revised to include:
1. Steps necessary for people to complete prior to seeking funding, such as obtaining 501(c)3 status
2. Definitions of terms used, including 501(c)3 status
3. Sources for technical assistance, such as Compass Point, Corporation for Supportive Housing, Management Center, Community Design Center
4. For City Department referrals, use division's main numbers, not individuals' names
5. ADA requirements – referral for Mayor's Office on Disability
6. Referral for Mayor's Office on Housing
7. Attachments

B. The list will be circulated to everyone who is mentioned on it for their review.
C. This item will be considered again at the July 19, 2001 10:00AM – 12:00 PM Policy Committee. Distribution of the document will also be discussed at that time.

III. **For discussion and possible action:** Review and discuss possible implementation of Strengthening Single Adult Shelters Committee recommendations for $250,000 reserve funds.
A. The status of the $250,000 was not known, therefore the discussion of specific recommendations for spending of the funds was tabled.
B. The Committee asked all Local Board members and members of the public present at the meeting to call the Members of the Board of Supervisors Finance Committee, as well as the President of the Board of Supervisors to request that the

$250,000 on reserve through DHS' budget be carried forward to the next fiscal year.

C. Allison Lum (Coalition on Homelessness) stated that IPO Local 3, the union representing shelter staff, would like a copy of the letter sent to the Board of Supervisors requesting that the funds be carried forward. She agreed to provide them with a copy.

D. The Policy Committee will report on the status of the funds at the next meeting of the Steering Committee, on Monday June 25, 2001 from 9:30 AM-11:30 AM, and will report to the Full Local Board at their meeting on July 9, 2001 from 3:00 PM – 5:30 PM. The Oversight Committee will be responsible for implementation of the funding recommendations determined by the Strengthening Single Adult Shelters Committee.

IV. **For discussion and possible action:** Review Vehicularly Housed Residential Association plan summary and bill of rights and discuss possible policy recommendations.

A. The Committee discussed the "Vehicularly Housed Residential Community Project Concept" and the"Vehicularly Housed/Towed Person's Bill of Rights."

1. The Committee discussed options including supporting a concept or policy; supporting a process or demonstration project implementation; supporting components of the Bill of Rights; and decriminalization of homelessness in general or specific types of criminalization.
2. The Committee did not adopt a position regarding either proposal.

B. The Committee agreed that further research regarding local and state ordinances, as well as other examples of such communities is required. Jennifer Friedenbach stated that she would consult Attorney Judy Appel, who is on leave from the Coalition on Homelessness, regarding what research has already been completed. The research will be provided to the Local Board prior to the next Policy Committee meeting.

C. This item will be considered again at the next Policy Committee meeting, July 19, 2001 10:00AM – 12:00 PM.

V. **Adjournment:** The meeting adjourned at 11:45 AM.

Minutes were taken by Holly Friel, Liaison to the Local Board.

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

POLICY COMMITTEE MEETING AGENDA
Thursday, July 19, 2001
10:00 AM – 12:00 PM
25 Van Ness Avenue, Room 720

I. **For discussion and possible action:** To what extent, if any, should the ranking and prioritizing process be open to McKinney sponsors?

II. **For discussion and possible action:** The Local Homeless Coordinating Board's priority for the 2001 McKinney application was to accept no new applications except for permanent housing. Should this remain the Local Board's priority? Should the Board open the McKinney process to new applicants? (2001 McKinney application demographic sheet attached.)

III. **For discussion and possible action:** Review draft contact sheet for people to navigate the process for opening housing and shelter programs in San Francisco. (Document attached.)

IV. **For discussion and possible action:** Discuss what policy, if any, the Local Board should adopt in regards to people living in poverty who are vehicularly housed. (Vehicularly Housed/Towed Person's Bill of Rights attached.)

Public comment available at start of meeting and before every vote.

Know your right under the Sunshine ordinance
The Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's reviews. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at: Sunshine Ordinance Task Force, Donna Hall, Clerk, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683. Telephone: (415) 554-7724, Fax: (415) 554-7854. E-Mail: Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force (listed above), the San Francisco Public Library, and on the City's web site at: www.ci.sf.ca.us.

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25 Van Ness Street is wheelchair accessible through the front door at 25 Van Ness. The closest accessible BART station is Civic Center, three blocks from 25 Van Ness. 25 Van Ness is MUNI accessible. Please call MUNI, 923-6864. Large print copies of the agenda will be made available on request. Please contact 252-3158 at least two business days in advance of need. If order to allow individuals with environmental illness to attend meetings, all are asked to refrain from wearing perfume or other scented products.

Translation services
Interpreters for languages other than English are available on request. Sign language interpreters are also available on request. For either accommodation, contact 252-3158 at least two business days before a meeting.

25 Van Ness Ave, Suite 750, San Francisco, CA 94102, ATTN: Liaison to Local Board
415-252-3158, Fax: 415-252-3118

Demographic Summary of 2001 McKinney Projects

Characteristic Program	SHEC	NOMSS	SFTP	THC S+C	Canon Kip	Walden TI	Leland	Oak Street	Hamilton	Iroquois	ISN	Knox S+C	The West	CHEFS	Cameo	Totals
Total to be served/housed	502	13	55	90	80	56	30	9	32	100	512	18	15	46	12	1,570
In Subsience Abuse Recovery %		*50.0%*	*63.6%*	*75.6%*	*14.0%*	*100.0%*	*64.5%*	*38.9%*	*19.7%*	*38.6%*				*37.5%*	*83.3%*	*20.3%*
In Substance Abuse Recovery #		7	35	68	11	56	19	4	6	39	46			17	10	318
Mental Heelth Consumers %		*44.6%*	*30.9%*	*8.1%*	*65.0%*	*16.7%*	*85.5%*	*11.1%*	*18.0%*	*42.9%*				*23.4%*	*8.3%*	*16.6%*
Mental Health Consumers #		6	17	7	52	9	26	1	6	43	83			11	1	261
Africen-Americen%	*36.4%*	*32.5%*	*60.0%*	*12.8%*	*49.0%*	*55.5%*	*30.6%*	*27.8%*	*36.6%*	*48.6%*		*24.0%*		*58.2%*	*64.3%*	*43.4%*
African-American #	183	4	33	12	39	31	9	3	12	49	270	4		27	8	682
Asien/Pecific Islender %	*2.6%*	*9.5%*	*13.0%*	*1.2%*	*3.0%*	*2.8%*		*5.6%*	*3.4%*	*2.9%*				*6.0%*		*3.0%*
Asian/Pacific Islander #	13	1	7	1	2	2		1	1	3	13			3		46
Caucesien %	*21.3%*	*48.3%*	*20.0%*	*29.0%*	*38.0%*	*30.6%*	*56.5%*	*49.9%*	*35.0%*	*45.7%*		*59.0%*		*19.4%*	*21.4%*	*30.2%*
Caucasian #	107	6	11	26	30	17	17	4	11	46	176	11		9	3	474
Lelino/Leline %	*7.2%*	*8.6%*	*7.0%*	*54.7%*	*3.0%*	*8.3%*	*6.5%*	*16.7%*	*23.4%*			*17.0%*		*10.4%*	*14.3%*	*8.6%*
Latino/Latina #	36	1	4	49	2	5	2	2	7	0	17	3		5	2	135
Nelive Americen/Nelive Aleskan %	*2.1%*			*2.3%*	*7.0%*	*2.8%*	*3.2%*			*2.8%*				*4.5%*		*2.5%*
Native American/Native Alaskan #	11			2	6	2	1			3	13			2		38
Other SF %	*30.4%*	*1.1%*					*3.2%*		*1.6%*					*1.5%*		*9.9%*
Other SF #	153	0			0		1		1					1		155
Total %:	***100.0%***	***100.0%***	***100.0%***	***100.0%***		***100.0%***	***100.0%***	***100.0%***	***100.0%***	***100.0%***	***0.0%***	***100.0%***	***0.0%***	***100.0%***	***100.0%***	*97.5%*
Total #:	502	13	55	90		56	30	9	32	100	488	18	0	46	12	1,531
BVHP %			*27.3%*			*27.9%*		*5.6%*	*14.9%*					*1.6%*	*45.5%*	*2.7%*
BVHP #			15			16		1	5		1			1	5	43
Mission %			*27.3%*			*33.3%*		*22.2%*						*1.6%*	*18.2%*	*5.1%*
Mission #			15			19		2			42			1	2	81
Visilecion Valley %			*14.5%*					*11.1%*							*9.0%*	
Visitacion Valley #			8					1			1				1	11
Tenderloin %	*76.1%*		*30.9%*	*100.0%*		*19.4%*	*93.5%*	*38.9%*	*20.1%*	*100.0%*		*24.0%*		*40.5%*	*9.1%*	*61.2%*
Tenderloin #	382		17	90		11	28	4	6	100	300	4		19	1	962
South of Market %	*23.9%*				*100.0%*	*8.3%*			*14.9%*			*18.0%*		*42.2%*	*18.2%*	*22.1%*
South of Market #	120				80	5			5		113	3		19	2	347
Other SF %						*11.1%*	*6.5%*	*22.2%*	*50.1%*			*58.0%*		*14.1%*		*4.2%*
Other SF #						6	2	2	16		23	10		6		66
Total %:	***100.0%***	***0.0%***	***100.0%***	***100.0%***	***100.0%***	***100.0%***	***100.0%***	***100.0%***	***100.0%***	***100.0%***	***0.0%***	***100.0%***	***0.0%***	***100.0%***	***100.0%***	*95.4%*
Total #:	502	0	55	90	80	56	30	9	32	100	479	18	0	46	12	1,509

SO YOU WANT TO START A COMMUNITY BASED ORGANIZATION IN SAN FRANCISCO?

HERE ARE SOME HELPFUL TIPS... HOW TO GET STARTED, WHO TO CONTACT

Before you start, you should....

•Have a 501(c)3 tax exempt status. This is something you apply for from the state and makes your organization both an official non-profit, and donations to your organization tax exempt. It has several requirements attached to it including expenditure tracking, a Board of Directors and letters of incorporation including bylaws. Contact both the Federal and State government for information. Contact the United States Internal Revenue Service at: www.irs.gov or by telephone at 1-800-829-1040. Contact the California Secretary of State at: www.ss.ca.gov or by telephone at 1-916-653-6814.

• Your other option is to find an organization to be your fiscal sponsor. Tides Foundations does this, or other community based organizations in your area may be willing. Often an administrative fee is charged.

• Have a mission statement. What is you are planning on doing.

• Get some technical assistance from places like Community Design Center, Corporation for Supportive Housing, Compass Point, or Management Center. They can help you pull your organization together.

• For private grants, a good place to start is the Foundation Center Library located at 312 Sutter, 397-0902

• Be in compliance with the ADA. If you need help with this, contact the Mayor's Office on Disability at 554-6789

• Check out guides such as *Placemakers: A Guide To Developing Housing For Homeless People*. Produced by the U.S. Department of Housing and Urban Development. Write to them at: HUD, 451 7th St. S.W., Washington, D.C. 20410 Or call them at: Telephone:(202)708-1112, TTY(202)708-1455.

•See Our **Website Referral List For Other Potential Funding Sources** at the end of this document.

FOR SHELTERS, DROP-IN CENTERS, TRANSITIONAL HOUSING

Important folk to touch base with:
(All phone numbers are (415) unless otherwise noted.)

- **Director, Mayor's Office on Homelessness** 252-3136
- **Department of Human Services**, Housing and Homeless Programs, 558-1902
- **Local Homeless Coordinating Board -** call 252-3158 to get on the mailing list. This Board is a community/government body that makes recommendations on issues affecting homeless people. In addition, you may qualify for Federal McKinney funds. This is a locally run process through the Local Board, and staffed by Department of Human Services.
- **Mayor's Office of Community Development** 252-3100 for Emergency Shelter Grants, and Community Development Block Grants, Planning and Capacity Building for improving an organization or community capacity to plan. This is a good one time start up fund.
- **Mayor's Office on Housing** 252-3177 coordinates the efforts of the City to maximize housing opportunities for low income households and individuals. They administer a variety of programs for housing finance funded by federal, state, and local sources. They also work closely with federal, state and other local agencies to coordinate their efforts with ours.
- **Community Based Organizations** who run shelters now

*Please note: The city generally uses general fund dollars to pay for shelters and drop-in centers. Primarily the Department of Human Services manages contracts for city shelters and drop-in centers, but final decisions on funding is made by the Mayor's Office. Budget decisions for the following year are made by the Department between September and January, and at Mayors office between February and May. The City has a specific process for contractors (please see attachment 1).**
***Attachment needed.**

FOR SUBSTANCE USE TREATMENT PROGRAMS

Important folk to touch base with:

- **Community Substance Abuse Services**, 255-3500. Must go through Request for Proposal competitive process.
- **Treatment on Demand Planning Council**, Meets first Thursday of every month at 1380 Howard, 4th Floor. Community body that recommends where all new treatment dollars should go. To get on mailing list, contact Daryl Burton at 255-3520.
- **Mayor's Office of Community Development** 252-3100 for Community Development Block Grants Planning and Capacity Building for improving an organization or community capacity to plan. This is a good one time start up fund.
- **Local Homeless Coordinating Board** 252-3158. In addition, you may qualify for Federal McKinney funds. This is a locally run process through the Local Board, and staffed by Department of Human Services.
- **Foundation Center Library** 397-0902. For private grants, this is a good place to start. They are located at 312 Sutter.

FOR MENTAL HEALTH TREATMENT PROGRAMS

Important folk to touch base with:

- **Community Mental Health Services** 255-3400
- **Local Homeless Coordinating Board** - call **252-3158** to get on mailing list. This Board is a community/government body that makes recommendations on issues affecting homeless people. In addition, you may qualify for Federal McKinney funds. This is a locally run process through the Local Board, and staffed by Department of Human Services.
- **Mental Health Board** 255-3400. Contact Helynna Brooke, Executive Director.
- **Mayor's Office of Community Development at** 252-3100 for Community Development Block Grants

FOR PERMANENT HOUSING

Important folks to contact:

- **Department of Human Services**, Housing and Homeless Programs, 558-1902 Administers Shelter+Care, a federal housing program for housing subsidies for homeless people with substance use, mental health issues or HIV+. Also Master Leases SRO hotel rooms)
- **Mayor's Office of Housing** 252-3117. Funds capital improvements to existing non-profit housing, supportive housing for homeless or disabled persons, supportive rental senior housing, preserving existing affordable housing. See their website for deadlines and process: www.http://sfgov.org/moh/moh
- **Mayor's Office of Community Development** at 252-3100 for Community Development Block Grants. The Housing portion of this fund pays for acquisition, rehabilitation, and hosuing servines, non-profit new housing. Mayor's Office on Community Development also funds through CBDG, Planning and Capacity Building for improving an organization or community capacity to plan. This is a good one time start up fund.

WEBSITE REFERRAL LIST FOR POTENTIAL FUNDING SOURCES

- **California Deparment of Housing and Community Development**
  http://www.hcd.ca.gov/
  - **Emergency Housing Assistance Program**
    www.hcd.ca.gov/ca/ehap

- **California Department of Social Services**
  http://www.dss.cahwnet.gov/

- **US Deparment of Housing and Urban Development**
  http://www.hud.gov/
  - Working with HUD
  - Resources
  - Tools

- **FEMA (Federal Emergency Management Agency)**
  www.fema.gov

- **Supportive Housing Initiative Act (SHIA)**
  http://www.dmh.cahwnet.gov/PGRE/SUPHSINGpage.htm

- **Projects for Assistance in Transition from Homelessness (PATH)**
  http://www.dmh.cahwnet.gov/PGRE/PATHPAGE-A.htm

- **HomeBase**
  http://www.homebaseccc.org/

- **National Alliance to End Homelessness**
  http://www.endhomelessness.org/

- **Corporation for Supportive Housing**
  www.csp.org

- **Official Website Of The City And County Of San Francisco**
  www.ci.sf.ca.us

  - Information center
  - Business opportunities
  - Doing business with CCSF
  - Bids and Contracts
  - City Departments
  - Human Services
  - Office of Contracts Management
  - Boards and Commissions
  - Mayor's Office of Housing
  - Mayor's Office of Community Development
  - Redevelopment Agency
  - Public Health
  - Health Commission

VEHICULARLY HOUSED/TOWED PERSON'S BILL OF RIGHTS

PREAMBLE

We the People of San Francisco, in order to form a more humane City and County, establish Justice, ensure fair treatment, and provide for shelter, and promote public health, do ordain and establish this Bill of Rights for the City and County of San Francisco.

This Bill of Rights is intended to protect the lawful owners, possessors or operators of motor vehicles from economic discrimination by the City and County of San Francisco, the San Francisco Police Department and the Department of Parking and Traffic.

As a vehicularly housed person, I have the right to live in my vehicle, including: the right to sleep, eat, and rest in my vehicle.

As a vehicularly housed person, I have the right to privacy within my vehicle.

All lawful owners, possessors, or operators of vehicles shall be free from discriminatory enforcement of the law and shall enjoy freedom from harassment and discrimination in towing.

As a vehicularly housed person, I have the right to park in public parking spaces, and apply for a residential parking permit, within the City and County of San Francisco.

As a vehicularly housed person, I have the right to indicate my vehicle as my primary residence.

As a vehicularly housed person, for sanitary reasons, I have the right to access a free, public facility with waste disposal capabilities and drinking water.

All lawful owners, possessors, or operators of towed vehicles are entitled to due process under law. All such persons have the following rights:

- The right to a hearing before an independent, unbiased arbiter
- The right to accessible information about the hearing procedure and my hearing rights
- The right to accurate, complete, and timely notice of the charges against me
- The right to access any evidence regarding the vehicle tow
- The right to legal representation or assistance with the tow hearing
- The right to present evidence on my behalf
- The right to cross-examine witnesses against me, including the charging officer

The City shall implement a formal fee waiver procedure for indigent lawful owners, possessors, or operators of vehicles whose vehicles are towed.

The City shall create a centrally located body at which vehicularly housed people can address issues related to payment of fees and fines, vehicle tows and recovery, and property retrieval.

The City shall not prevent lawful vehicle owners, possessors, or operators from retrieving personal property contained within towed vehicles.

For more information call Adam or Mara at the Coalition on Homelessness (415) 346-3740.

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1/01

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

DOCUMENTS DEPT.
JUL 3 1 2001
SAN FRANCISCO
PUBLIC LIBRARY

POLICY COMMITTEE MEETING MINUTES
Thursday, July 19, 2001
10:00 AM – 12:00 PM
25 Van Ness Avenue, Room 720

I. **Call to Order and Roll Call:** The meeting was called to order at 10:10AM.
Members Present: Gail Gilman, Pat Harrison, Bob Nelson, Sam Cobbs, George Smith, Maggie Donahue, Jennifer Friedenbach, Anne Kronenberg
Non-members Present: Nora O'Connor (Walden House), Katie Hart (Intern, Mayor's Office on Homelessness), Holly Friel (Liaison to the Local Board), Brother Jefferson (Loaves and Fishes), Joyce Rich, Brooke Pomerantz (Larkin Street Youth Center), Mara Raider (Coalition on Homelessness), Barbara Jo Boice (MSC-North)

II. **For discussion and possible action:** To what extent, if any, should the ranking and prioritizing process be open to McKinney sponsors?
A. Holly Friel stated that Gene Coleman had requested that this item be tabled so that the Funding Committee can make a recommendation for the Policy Committee to consider. Pat Harrison moved to table. The item was tabled with the general consensus of the Committee.

III. **For discussion and possible action:** The Local Homeless Coordinating Board's priority for the 2001 McKinney application was to accept no new applications except for permanent housing. Should this remain the Local Board's priority? Should the Board open the McKinney process to new applicants? (2001 McKinney application demographic sheet and 2002 anticipated McKinney renewals attached.)
A. The Committee discussed options for opening up the McKinney process to new applicants, assuming that San Francisco's pro rata share would remain $6.9-7.4 million. Issues discussed included:

1. McKinney renewals apply for 85% of their McKinney grant and the other 15% be used for new applicants.
2. Application process should be based on community need not status quo.
3. Open the entire McKinney application process for a competitive bidding process.

B. Jennifer Friedenbach made a three-part motion requesting that the Local Board:
1) Open up the application process (competitive bidding) to all who fit criteria for McKinney, while continuing the Local Board's priority of permanent housing. Pat Harrison seconded the motion. The motion passed unanimously.
2) Notify all renewals and community based organizations of the new policy.
Pat Harrison seconded the motion. The motion passed unanimously.
3) At the next Policy Committee meeting, lay out steps for identifying community needs (Gap analysis). Pat Harrison seconded the motion. The motion passed unanimously.
C. Jennifer Friedenbach made a motion requesting that the Local Board hold at least two workshops on McKinney, one in the Bayview and one in the Mission, and

possibly a third in Visitacion Valley. The Local Board will invite DHS, DPH, MOH, MOCD, and the Redevelopment Agency, as well as housing development corporations such as Asian Neighborhood Design, Bridge Housing Corporation, Tenderloin Neighborhood Development Corporation, Mission Neighborhood Development Corporation, and others to participate in the workshops. The workshops would include technical assistance, information on the McKinney application and process, information from the participating agencies, and opportunities to form mentoring partnerships with established housing development corporations. Subcommittees or taskforces will be established for this purpose will plan each workshop. The Policy Committee asks the Local Board to create / entrust taskforces to plan and run the workshops, with oversight by the Policy Committee. The motion passed unanimously.

1. Bob Nelson volunteered to head the team that will plan the Mission workshop and Pat Harrison volunteered to head the team to plan the Bayview workshop. Joyce Rich volunteered to work on the Mission workshop.

IV. **For discussion and possible action:** Review draft contact sheet for people to navigate the process for opening housing and shelter programs in San Francisco. (Document attached.)

A. Gail Gilman moved to accept the contact sheet and add the DHS phone number under the references to McKinney. The motion passed unanimously.

B. The contact sheet will be updated for use at the Mckinney workshops.

V. **For discussion and possible action:** Discuss what policy, if any, the Local Board should adopt in regards to people living in poverty who are vehicularly housed. (Vehicularly Housed/Towed Person's Bill of Rights attached.)

A. Jennifer Friedenbach suggested that the Local Board should consider adoption of the Vehicularly Housed Bill of Rights.

B. Sam Cobb moved that this item be tabled until the next meeting where it will be the first item on the agenda. Pat Harrison amended the motion to include checking that the document is not in violation of any City or State laws. Pat Harrison seconded the motion. The motion passed unanimously.

C. Mara Raider stated that the Bill of Rights is a policy statement and that does in fact come in conflict with current laws.

VI. **Adjournment:** The meeting adjourned at 11:45AM.

Minutes were taken by Katie Hart (Intern, Mayor's Office on Homelessness) and Holly Friel (Liaison to the Local Board).

Demographic Summary of 2001 McKinney Projects

Characteristic Program	SHEC	NOMSS	SFTP	THC S+C	Canon Kip	Walden Ti	Leland	Oak Street	Hamilton	Iroquois	ISN	Knox S+C	The West	CHEFS	Cameo	Tota
Total to be served/housed	502	13	55	90	80	56	30	9	32	100	512	18	15	46	12	
In Substance Abusa Recovary %		*50.0%*	*63.6%*	*75.6%*	*14.0%*	*100.0%*	*64.5%*	*38.9%*	*19.7%*	*38.6%*				*37.5%*	*83.3%*	
In Substance Abuse Recovery #		7	35	68	11	56	19	4	6	39	46			17	10	
Mental Health Consumers %		*44.6%*	*30.9%*	*8.1%*	*65.0%*	*16.7%*	*85.5%*	*11.1%*	*18.0%*	*42.9%*				*23.4%*	*8.3%*	
Mental Health Consumers #		6	17	7	52	9	26	1	6	43	83			11	1	
African-American%	*36.4%*	*32.5%*	*60.0%*	*12.8%*	*49.0%*	*55.5%*	*30.6%*	*27.8%*	*36.6%*	*48.6%*		*24.0%*		*58.2%*	*64.3%*	
African-American #	183	4	33	12	39	31	9	3	12	49	270	4		27	8	
Asian/Pacific Islandar %	*2.6%*	*9.5%*	*13.0%*	*1.2%*	*3.0%*	*2.8%*		*5.6%*	*3.4%*	*2.9%*				*6.0%*		
Asian/Pacific Islander #	13	1	7	1	2	2		1	1	3	13			3		
Caucasian %	*21.3%*	*48.3%*	*20.0%*	*29.0%*	*38.0%*	*30.6%*	*56.5%*	*49.9%*	*35.0%*	*45.7%*		*59.0%*		*19.4%*	*21.4%*	
Caucasian #	107	6	11	26	30	17	17	4	11	46	176	11		9	3	
Latino/Latina %	*7.2%*	*8.6%*	*7.0%*	*54.7%*	*3.0%*	*8.3%*	*6.5%*	*16.7%*	*23.4%*			*17.0%*		*10.4%*	*14.3%*	
Latino/Latina #	36	1	4	49	2	5	2	2	7	0	17	3		5	2	
Native American/Native Alaskan %	*2.1%*			*2.3%*	*7.0%*	*2.8%*	*3.2%*			*2.8%*				*4.5%*		
Native American/Native Alaskan #	11			2	6	2	1			3	13			2		
Other SF %	*30.4%*	*1.1%*					*3.2%*		*1.6%*					*1.5%*		
Other SF #	153	0			0		1		1					1		
Total %:	***100.0%***	***100.0%***	***100.0%***	***100.0%***		***100.0%***	***100.0%***	***100.0%***	***100.0%***	***100.0%***	***0.0%***	***100.0%***	***0.0%***	***100.0%***	***100.0%***	
Total #:	502	13	55	90		56	30	9	32	100	488	18	0	46	12	
BVHP %			*27.3%*			*27.9%*		*5.6%*	*14.9%*					*1.6%*	*45.5%*	
BVHP #			15			16		1	5		1			1	5	
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Mission #			15			19		2			42			1	2	
Visitacion Valley %			*14.5%*					*11.1%*							*9.0%*	
Visitacion Valley #			8					1			1				1	
Tenderloin %	*76.1%*		*30.9%*	*100.0%*		*19.4%*	*93.5%*	*38.9%*	*20.1%*	*100.0%*		*24.0%*		*40.5%*	*9.1%*	
Tenderloin #	382		17	90		11	28	4	6	100	300	4		19	1	
South of Market %	*23.9%*				*100.0%*	*8.3%*			*14.9%*			*18.0%*		*42.2%*	*18.2%*	
South of Market #	120				80	5			5		113	3		19	2	
Other SF %						*11.1%*	*6.5%*	*22.2%*	*50.1%*			*58.0%*		*14.1%*		
Other SF #						6	2	2	16		23	10		6		
Total %:	***100.0%***	***0.0%***	***100.0%***	***100.0%***	***100.0%***	***100.0%***	***100.0%***	***100.0%***	***100.0%***	***100.0%***	***0.0%***	***100.0%***	***0.0%***	***100.0%***	***100.0%***	
Total #:	502	0	55	90	80	56	30	9	32	100	479	18	0	46	12	

City of San Francisco - SHP Grants Expiring in CY 2003 6/28/2001 DRAFT

	Grant Number	Grantee	Sponsor	Project Name	Type	Start Date	End Date	HUD Allocation	years funded	HUD Annual Allocation
1	CA01B001005	San Francisco Dept. of Human Services	Larkin StreetYouth Center	Avenues to Indepeodence	SS	1/1/2002	12/31/2003	$ 689,153	2	$ 344,577
2	CA01B001020	Compass Community Services		Clara House	TH	11/1/2001	10/31/2003	$ 641,564	2	$ 320,782
3	CA01B001015	San Francisco Dept. of Human Services	Private Industry Council		SS	10/1/2001	9/30/2003	$ 2,121,798	2	$ 1,060,899
4	CA01B001027	San Francisco Dept. of Human Services	Hamilton Family Center	Hamilton Aftercare Program	SS	9/1/2001	8/31/2003	$ 397,834	2	$ 198,917
5	CA01B001008	San Francisco Dept. of Human Services	United Council of Human Serv.	Bayview/HP Multi-Serv. Center	SS	9/1/2001	8/31/2003	$ 237,754	2	$ 118,877
6	CA01B001016	Swords to Plowshares		TH Program for Veterans	TH	8/1/2001	7/31/2003	$ 565,188	2	$ 282,594
7	CA39B801010	San Francisco Dept. of Human Services	Catholic Charities	Services for TI families	PH	7/1/2000	6/30/2003	$ 863,056	3	$ 287,685
8	CA01B901009	St. Vincent de Paul		Brennan House	TH	7/1/2001	6/30/2003	$ 288,760	2	$ 144,380
9	CA01B901004	City of San Francisco	Dept. of Public Health	Comm.-based Detox Program	SS	7/1/2000	6/30/2003	$ 1,365,000	3	$ 455,000
10	CA01B901003	San Francisco Dept. of Human Services	Swords to Plowshares	Services for Vets. Academy	SS	7/1/2000	6/30/2003	$ 1,185,956	3	$ 395,319
11	CA01B001026	Salvation Army		Harbor House	TH	7/1/2001	6/30/2003	$ 898,824	2	$ 449,412
12	CA01B001021	San Francisco Dept. of Human Services	Compass Community Services	Connecting Point	SS	7/1/2001	6/30/2003	$ 951,686	2	$ 475,843
13	CA01B001019	Community Awareness & Treatment Srvc.		A Women's Place	SH	7/1/2001	6/30/2003	$ 743,884	2	$ 371,942
14	CA01B001014	Larkin Street Youth Center		Orlando House	TH	7/1/2001	6/30/2003	$ 111,174	2	$ 55,587
15	CA01B001025	Catholic Charities of San Francisco		Richmond Hills Family	SF	6/1/2001	5/31/2003	$ 315,100	2	$ 157,550
16	CA01B001023	San Francisco Dept. of Human Services	Arriba Juntos	Homeworc	SS	6/1/2001	5/31/2003	$ 175,102	2	$ 87,551
17	CA01B001022	Catholic Charities of San Francisco		Guerrero House	TH	6/1/2001	5/31/2003	$ 242,286	2	$ 121,143
18	CA01B001012	San Francisco Dept. of Human Services	Young Community Dev.	Homeless Employment Labor	SS	6/1/2001	5/31/2003	$ 263,366	2	$ 131,683
19	CA01B001011	San Francisco Dept. of Human Services	Catholic Charities	Childcare Voucher Program	SS	6/1/2001	5/31/2003	$ 1,135,040	2	$ 567,520
20	CA01B001006	City of San Francisco	Treasure Island Homeless Devel.	Integrated Services Team	SS	6/1/2001	5/31/2003	$ 815,456	2	$ 407,728
21	CA01B901006	City of San Francisco	Bar Assoc.of San Francisco	Volunteer Legal Services	SS	3/1/2000	2/28/2003	$ 1,194,676	3	$ 398,225
22	CA01B001010	S.F. Network Ministries		Safe House for Women	TH	3/1/2001	2/28/2003	$ 152,454	2	$ 76,227
23	CA01B001024	City of San Francisco	Northern California Serv. League	Cameo House	TH	1/2/2001	1/1/2003	$ 646,546	2	$ 323,273
24	CA01B001018	City of San Francisco	Episcopal Community Services	Food Services Program	SS	1/2/2001	1/1/2003	$ 305,020	2	$ 152,510
								$ 16,306,677		$ 7,385,224
			Types:							
			TH Transitional Housing							
			PH Permanent Housing							
			SS Supportive Services Only							

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• Your other option is to find an organization to be your fiscal sponsor. Tides Foundations does this, or other community based organizations in your area may be willing. Often an administrative fee is charged.

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FOR SHELTERS, DROP-IN CENTERS, TRANSITIONAL HOUSING

Important folk to touch base with:
(All phone numbers are (415) unless otherwise noted.)

- **Director, Mayor's Office on Homelessness** 252-3136
- **Department of Human Services**, Housing and Homeless Programs, 558-1902
- **Local Homeless Coordinating Board** - call 252-3158 to get on the mailing list. This Board is a community/government body that makes recommendations on issues affecting homeless people. In addition, you may qualify for Federal McKinney funds. This is a locally run process through the Local Board, and staffed by Department of Human Services.
- **Mayor's Office of Community Development** 252-3100 for Emergency Shelter Grants, and Community Development Block Grants, Planning and Capacity Building for improving an organization or community capacity to plan. This is a good one time start up fund.
- **Mayor's Office on Housing** 252-3177 coordinates the efforts of the City to maximize housing opportunities for low income households and individuals. They administer a variety of programs for housing finance funded by federal, state, and local sources. They also work closely with federal, state and other local agencies to coordinate their efforts with ours.
- **Community Based Organizations** who run shelters now

*Please note: The city generally uses general fund dollars to pay for shelters and drop-in centers. Primarily the Department of Human Services manages contracts for city shelters and drop-in centers, but final decisions on funding is made by the Mayor's Office. Budget decisions for the following year are made by the Department between September and January, and at Mayors office between February and May. The City has a specific process for contractors (please see attachment 1).**
***Attachment needed.**

FOR SUBSTANCE USE TREATMENT PROGRAMS
Important folk to touch base with:

- **Community Substance Abuse Services**, 255-3500. Must go through Request for Proposal competitive process.
- **Treatment on Demand Planning Council**, Meets first Thursday of every month at 1380 Howard, 4th Floor. Community body that recommends where all new treatment dollars should go. To get on mailing list, contact Daryl Burton at 255-3520.
- **Mayor's Office of Community Development** 252-3100 for Community Development Block Grants Planning and Capacity Building for improving an organization or community capacity to plan. This is a good one time start up fund.
- **Local Homeless Coordinating Board** 252-3158. In addition, you may qualify for Federal McKinney funds. This is a locally run process through the Local Board, and staffed by Department of Human Services.
- **Foundation Center Library** 397-0902. For private grants, this is a good place to start. They are located at 312 Sutter.

FOR MENTAL HEALTH TREATMENT PROGRAMS

Important folk to touch base with:

- **Community Mental Health Services** 255-3400
- **Local Homeless Coordinating Board** - call **252-3158** to get on mailing list. This Board is a community/government body that makes recommendations on issues affecting homeless people. In addition, you may qualify for Federal McKinney funds. This is a locally run process through the Local Board, and staffed by Department of Human Services.
- **Mental Health Board** 255-3400. Contact Helynna Brooke, Executive Director.
- **Mayor's Office of Community Development at** 252-3100 for Community Development Block Grants

FOR PERMANENT HOUSING

Important folks to contact:

- **Department of Human Services**, Housing and Homeless Programs, 558-1902 Administers Shelter+Care, a federal housing program for housing subsidies for homeless people with substance use, mental health issues or HIV+. Also Master Leases SRO hotel rooms)
- **Mayor's Office of Housing** 252-3117. Funds capital improvements to existing non-profit housing, supportive housing for homeless or disabled persons, supportive rental senior housing, preserving existing affordable housing. See their website for deadlines and process: www.http://sfgov.org/moh/moh
- **Mayor's Office of Community Development** at 252-3100 for Community Development Block Grants. The Housing portion of this fund pays for acquisition, rehabilitation, and hosuing servines, non-profit new housing. Mayor's Office on Community Development also funds through CBDG, Planning and Capacity Building for improving an organization or community capacity to plan. This is a good one time start up fund.

WEBSITE REFERRAL LIST FOR POTENTIAL FUNDING SOURCES

- **California Deparment of Housing and Community Development**
  http://www.hcd.ca.gov/
  - **Emergency Housing Assistance Program**
    www.hcd.ca.gov/ca/ehap

- **California Department of Social Services**
  http://www.dss.cahwnet.gov/

- **US Deparment of Housing and Urban Development**
  http://www.hud.gov/
  - Working with HUD
  - Resources
  - Tools

- **FEMA (Federal Emergency Management Agency)**
  www.fema.gov

- **Supportive Housing Initiative Act (SHIA)**
  http://www.dmh.cahwnet.gov/PGRE/SUPHSINGpage.htm

- **Projects for Assistance in Transition from Homelessness (PATH)**
  http://www.dmh.cahwnet.gov/PGRE/PATHPAGE-A.htm

- **HomeBase**
  http://www.homebaseccc.org/

- **National Alliance to End Homelessness**
  http://www.endhomelessness.org/

- **Corporation for Supportive Housing**
  www.csp.org

- **Official Website Of The City And County Of San Francisco**
  www.ci.sf.ca.us

- Information center
- Business opportunities
- Doing business with CCSF
- Bids and Contracts
- City Departments
- Human Services
- Office of Contracts Management
- Boards and Commissions
- Mayor's Office of Housing
- Mayor's Office of Community Development
- Redevelopment Agency
- Public Health
- Health Commission

VEHICULARLY HOUSED/TOWED PERSON'S BILL OF RIGHTS

PREAMBLE
We the People of San Francisco, in order to form a more humane City and County, establish Justice, ensure fair treatment, and provide for shelter, and promote public health, do ordain and establish this Bill of Rights for the City and County of San Francisco.

This Bill of Rights is intended to protect the lawful owners, possessors or operators of motor vehicles from economic discrimination by the City and County of San Francisco, the San Francisco Police Department and the Department of Parking and Traffic.

As a vehicularly housed person, I have the right to live in my vehicle, including: the right to sleep, eat, and rest in my vehicle.

As a vehicularly housed person, I have the right to privacy within my vehicle.

All lawful owners, possessors, or operators of vehicles shall be free from discriminatory enforcement of the law and shall enjoy freedom from harassment and discrimination in towing.

As a vehicularly housed person, I have the right to park in public parking spaces, and apply for a residential parking permit, within the City and County of San Francisco.

As a vehicularly housed person, I have the right to indicate my vehicle as my primary residence.

As a vehicularly housed person, for sanitary reasons, I have the right to access a free, public facility with waste disposal capabilities and drinking water.

All lawful owners, possessors, or operators of towed vehicles are entitled to due process under law. All such persons have the following rights:

- The right to a hearing before an independent, unbiased arbiter
- The right to accessible information about the hearing procedure and my hearing rights
- The right to accurate, complete, and timely notice of the charges against me
- The right to access any evidence regarding the vehicle tow
- The right to legal representation or assistance with the tow hearing
- The right to present evidence on my behalf
- The right to cross-examine witnesses against me, including the charging officer

The City shall implement a formal fee waiver procedure for indigent lawful owners, possessors, or operators of vehicles whose vehicles are towed.

The City shall create a centrally located body at which vehicularly housed people can address issues related to payment of fees and fines, vehicle tows and recovery, and property retrieval.

The City shall not prevent lawful vehicle owners, possessors, or operators from retrieving personal property contained within towed vehicles.

For more information call Adam or Mara at the Coalition on Homelessness (415) 346-3740.

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

POLICY COMMITTEE MEETING AGENDA
Thursday, August 23, 2001
10:00 AM – 12:00 PM
25 Van Ness Avenue, Room 720

8.73

3/01

I. For discussion and possible action: Discuss the Vehicularly Housed/Towed Person's Bill of Rights. (Document available at meeting.)

II. For discussion and possible action: Discuss additional categories to add to the GAPS analysis, such as seniors, working poor, and youth. (Document attached.)

III. For discussion and possible action: Discuss and plan for McKinney workshops in the Mission & Bayview.

IV. For discussion and possible action: Discuss Supervisor Daly's proposed ordinance to identify unutilized and underutilized public buildings and real property for housing uses. (Document attached.)

Public comment available at start of meeting and before every vote.

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Know your right under the Sunshine ordinance
The Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's reviews. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at: Sunshine Ordinance Task Force, Donna Hall, Clerk, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683. Telephone: (415) 554-7724, Fax: (415) 554-7854. E-Mail: Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force (listed above), the San Francisco Public Library, and on the City's web site at: www.ci.sf.ca.us.

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25 Van Ness Ave, Suite 750, San Francisco, CA 94102, ATTN: Liaison to Local Board
415-252-3158, Fax: 415-252-3118

Memorandum

August 16, 2001

TO: Policy Committee

FROM: Barrie Grenell, for the Funding Committee

SUBJECT: GAPS CHART.

What additional categories would you like to have added to the Gaps Chart? In making any additions, keep in mind what would be involved in doing the research to determine the need and count the inventory.

Thank you.

	Current Categories	Suggested Additions
Supportive Service Slots	Job Training	Money Management
	Case Management	
	Substance Abuse Treatment	
	Mental Health Care	
	Housing Placement	
	Life Skills Training	
Sub-populations	Chronic Substance Abuse	Seniors (specify age range)
	Seriously Mentally Ill	Children (specify age range)
	Dually-Diagnosed	Youth (specify age range(s))
	Veterans	Working
	Persons with HIV/AIDS	
	Victims of Domestic Violence	
	Youth	

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[Identification and Use of Surplus City Property for Housing.]

Draft ordinance adding San Francisco Administrative Code Chapter 23A to identify unutilized and underutilized public buildings and real property for housing uses; an emergency measure.

Note: Board amendment additions are double underlined.
Board amendment deletions are ~~strikethrough normal~~.

Be it ordained by the People of the City and County of San Francisco:

The San Francisco Administrative Code is hereby amended by adding Chapter 23A, to read as follows:

Sec. 23.1A. Title. This ordinance may be cited as the "Surplus City Property Ordinance."

Sec. 23.2A. Findings.

A. The Board of Supervisors of the City and County of San Francisco hereby finds:

1. Homelessness in San Francisco is a crisis. The Mayor's Offices of Community Development and Housing estimate that there are 3,125 homeless families and 9,375 homeless individuals in San Francisco.

2. The main causes of homelessness are high cost of living, lack of affordable housing units, welfare reform, de-institutionalization of the mentally ill, substance abuse and San Francisco's unique place as a destination point. These causes are identified by the Mayor's Offices of Community Development and Housing in the 2000 Consolidated Plan.

3. For homeless individuals and families, there is an unmet need of 3,187 housing slots for individuals and 2,025 slots for families.

4. Surplus City property could be utilized to provide housing to homeless men,

women and children.

5. Surplus City property that is unsuitable for housing could be sold to generate income for permanent housing for people who are homeless.

6. San Francisco's housing stock is unaffordable for many residents. The average rent for a two-bedroom apartment increased by 110% from 1980 to 1990, while the overall cost of living increased by 64%. At $1,940, the average two bedroom unit is out of reach to households earning less than $77,600 per year, based on the Department of Housing and Urban Development's standards.

7. San Francisco is experiencing a severe shortage of housing for low-income people, resulting in a negligible vacancy rate for habitable low-income housing.

8. Many low-income renters are unable to locate rental housing of any kind. These persons are increasingly seeking shelter in already overcrowded emergency shelters and, when such shelters are full, finding themselves on the City's streets.

9. Existing rental housing constitutes much of the remaining low-income housing in the City. The number of such units is diminishing as a result of increased pressures for more development both downtown and in many neighborhoods.

10. Frequently, real estate speculation results in the premature closure of existing habitable buildings and the withdrawal of existing rental units from the market long before such closure would be needed for any physical redevelopment of such sites.

11. The Board of Supervisors and the Mayor have concurred with the findings of the City's Mental Health Board that there exists a health and housing emergency, as enumerated in Board Resolution 537-01, adopted by the Board of Supervisors on June 25, 2001 and approved by the Mayor on July 6, 2001.

B. Purpose. This ordinance is enacted to:

1) identify and utilize City-owned property for the purpose of providing housing,

shelter, and other services for people who are homeless,

2) relieve the crisis of homelessness in the City and County of San Francisco,

3) provide low or no cost facilities for agencies serving homeless people

4) provide sweat-equity opportunities for homeless people to create permanent housing opportunities through rehabilitation and repair of the units

5) provide a centralized mechanism to responsibly dispose of surplus City property in a manner which will ensure that the property or its proceeds will be used for the highest and best use.

APPROVED AS TO FORM:
LOUISE H. RENNE, City Attorney

By: _____
ATTORNEY'S NAME
Deputy City Attorney

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

POLICY COMMITTEE MEETING MINUTES
Thursday, August 23, 2001
10:00 AM – 12:00 PM
25 Van Ness Avenue, Room 720

I. **Call to Order and Roll Call:** The meeting was called to order at 10:15 AM.
Members Present: Joyce Miller, George Smith, Jennifer Friedenbach, Gail Gilman, Rita Semel, Roma Guy, Ellouise Patton, Gene Coleman, Bob Nelson, Anne Kronenberg
Non-Members Present: Ginger Martin (Safety Network Program), Joyce Rich (Counselor), Yulitza Peraza (DHS), Julia Zeuli (DHS), Katie Hart (Intern at MOOH), Barrie Grenell, Holly Friel (Liaison, Local Board), Yvonne Mere (HAP), Delbert Scott (Senior Action Network), Dariush Kayhan (DHS), Bill Barnes (Supervisor Chris Daly's office), Mara Raider, Mateo Friedenbach Condon, Jason Albertson (South of Market Mental Health), Joel Lipski(MOH), Margo Antonetti (DPH Housing and Urban Health)

II. **For discussion and possible action:** Discuss the Vehicularly Housed/Towed Person's Bill of Rights.
A. Item was discussed amongst the Board and members of the public.
1. A motion was made by Jennifer Friedenbach to recommend that the Bill of Rights be passed by the full Local Board. Joyce Miller seconded the motion. The motion failed with two voting in favor and eight voting against.
B. The Committee discussed considering a general policy statement regarding homeless people who live in their cars being discriminated against at the next meeting.
1. Yvonne Mere will provide the Local Board with further information on these issues.
2. Gene Coleman made a motion that the Committee Chair make a communication with Supervisor Daly's office regarding a Board of Supervisors Legislative Analyst request to investigate issues such as how residential parking permits are issued, what forms of identification are accepted, neighborhood opposition, etc. Specific questions for the Legislative Analyst should be developed and sent to Supervisor Daly.
3. Gail Gilman will draft a motion for the Committee to consider at the next meeting.

III. **For discussion and possible action:** Discuss additional categories to add to the GAPS analysis, such as seniors, working poor, and youth.
A. Tabled until next policy committee on September 13, 2001.

IV. **For discussion and possible action:** Discuss and plan for McKinney workshops in the Mission & Bayview.
A. Tabled until next policy committee on September 13, 2001.

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V. **For discussion and possible action:** Discuss Supervisor Daly's proposed ordinance to identify unutilized and underutilized public buildings and real property for housing uses.

A. Bill Barnes from Supervisor Chris Daly's office presented the draft ordinance. He discussed the following issues:

1. Who should administer the unutilized and underutilized public buildings for housing uses?
    a. Doris Ward, the City Assessor, has agreed to administer this ordinance.
2. Definitions used regarding vacant buildings, surplus buildings, unutilized buildings and underutilized buildings.
3. How do we determine what agencies will administer the programs?
4. Rehabilitation and Repair
5 . The Real Estate Department maintains an inventory of City-owned property, but not uses of that property. There is currently no centralized mechanism for departments to report on property they own and what the use is.

B. The Committee raised the following issues to be considered in the legislation:

1. The number of homeless in the draft were stated incorrectly. Barrie Grenell will send Supervisor Daly's office her numbers from the McKinney application.
2. The City is currently in need of 2 million square feet of office space.
3. The reason why property is surplus. (Ie, earthquake damage, asbestos, etc.)
4. The property's appropriateness for housing.

C. Rita Semel made a motion that the Policy Committee recommends that the Local Board supports Supervisor Chris Daly's ordinance. Ellouise Patton seconded the motion. The motion passed unanimously.

D. Bill Barnes also informed that committee Supervisor Daly has requested an inventory of Homeless expenditures, which is due by August 30, 2001. He agreed to provide the Local Board with a copy of the inventory.

VI. **Adjournment:** The meeting was adjourned at 12:10 PM.

Minutes were taken by Katie Hart, Intern, Mayor's Office on Homelessness, and Holly Friel, Liaison to the Local Board.

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

POLICY COMMITTEE MEETING AGENDA
Thursday, September 13, 2001
10:00 AM – 12:00 PM
Department of Public Health, 101 Grove Street, Room 302

I. For discussion and possible action: Discuss additional categories to add to the GAPS analysis, such as seniors, working poor, and youth. (Document available at meeting.)

II. For discussion and possible action: Discuss and plan for McKinney workshops in the Mission & Bayview.

III. For discussion and possible action: Discuss the Vehicularly Housed/Towed Person's Bill of Rights. (Document available at meeting.)

Public comment available at start of meeting and before every vote.

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

POLICY COMMITTEE MEETING MINUTES
Thursday, September 13, 2001
10:00 AM – 12:00 PM
Department of Public Health, 101 Grove Street, Room 302

I. **Call To Order and Roll Call:** The meeting was called to order at 10:18 AM.
Members present: Gene Coleman, Jennifer Friedenbach, Gail Gilman, Roma Guy, Bob Nelson, George Smith
Non-members present: Holly Friel (Liaison to Local Board), Mikyung Kim (DHS), Yulitza Peraza (DHS), Julia Zeuli (DHS)

II. **For discussion and possible action:** Discuss additional categories to add to the GAPS analysis, such as seniors, working poor, and youth.
A. The Committee reviewed Barrie Grenell's memo. (Amended document attached.)
1. Roma Guy made a motion approving the Funding Committee's suggested additions to the McKinney GAPS Chart, including "Representative Payee Services" and "Advocacy/Legal Services" under Individuals and Persons In Families With Children Supportive Service Slots, and "Seniors 55 and older" under Individuals and Persons in Families With Children Sub-populations. Gene Coleman seconded the motion. The motion passed unanimously.
2. Jennifer Friedenbach made a motion to include "Employed," defined as working 20 hours/week or more, under Individuals and Persons In Families With Children as a sub-population. Bob Nelson seconded the motion. The motion passed unanimously.

III. **For discussion and possible action:** Discuss and plan for McKinney workshops in the Mission & Bayview.
A. Each workshop has a point person or people:
1. Mission: Bob Nelson
2. Bayview: Ellouise Patton & Pat Harrison
B. The Committee discussed the following components of the workshops:
1. Background information on homelessness
2. Distribute the following materials
a. shelter guide
b. food guide
c. healthcare guide
d. mobile crisis
e. tap – 1-800 number for substance abuse
f. list of drop-in centers
3. Presentation on McKinney
a. explain process
b. examples
c. what is/isn't realistic
d. partnerships

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4. Invite an expert on McKinney from HUD
5. Invite DHS and DPH staff
6. Co-sponsor the event with organizations in the community

C. Next Steps

1. Workgroups are to schedule meetings for the week of 9/17-9/21 or week of 9/24-9/28 and report at the October full Local Board meeting. They should present on the following items:
    a. Location
    b. Outreach plan
    c. Agenda
    d. Partnerships
2. The Committee will also work on inviting a McKinney expert from HUD

IV. **For discussion and possible action:** Discuss the Vehicularly Housed/Towed Person's Bill of Rights.

A. Gail Gilman introduced a draft resolution regarding people who live in their vehicles. (Amended document attached.)

1. The following changes were made to the document: Check the Continuum of Care reference at the beginning; add a bullet stating that the Local Board does not approve of people residing in their vehicles, but recognizes that some are forced to do so and are therefore entitled to equal protection under the law; replace "vehicularly housed individuals" with "people/those who reside in their vehicles"; omit "substantively" in bullet #4, and replace "from real property" with "in its impact"; add a final bullet stating "The Local Homeless Coordinating Board strongly recommends to the Mayor and Board of Supervisors that the rights and issues of people who reside in their vehicles must be recognized and addressed."
2. Bob Nelson moved that the amended statement be approved. The motion was approved, with George Smith opposing.

V. **Adjournment:** The meeting adjourned at 12:02 PM.

Minutes were taken by Holly Friel, Liaison to Local Board.

Memorandum

August 20, 2001

TO: Policy Committee

FROM: Barrie Grenell, for the Funding Committee

SUBJECT: GAPS CHART ADDITIONS.

What additional categories would you like to have added to the Gaps Chart? In making any additions, keep in mind what would be involved in doing the research to determine the need and count the inventory.

		HUD's Categories	Suggested Additions
INDIVIDUALS	Supportive Service Slots	Job Training	Representative Payee Services
		Case Management	Advocacy/Legal Services
		Substance Abuse Treatment	
		Mental Health Care	
		Housing Placement	
		Life Skills Training	
	Sub-populations	Chronic Substance Abuse	Seniors 55 and older
		Seriously Mentally Ill	Employed[1]
		Dually-Diagnosed	
		Veterans	
		Persons with HIV/AIDS	
		Victims of Domestic Violence	
		Youth	
		HUD's Categories	**Suggested Additions**
PERSONS IN FAMILIES WITH CHILDREN	Supportive Service Slots	Job Training	Representative Payee Services
		Case Management	Advocacy/Legal Services
		Child Care	
		Substance Abuse Treatment	
		Mental Health Care	
		Housing Placement	
		Life Skills Training	
	Sub-populations	Chronic Substance Abuse	Seniors 55 and older
		Seriously Mentally Ill	Employed[1]
		Dually-Diagnosed	
		Veterans	
		Persons with HIV/AIDS	
		Victims of Domestic Violence	

[1] Employed is defined as working 20 hours/week or more.

Suggested changes approved at the 9/13/01 Policy Committee meeting.

San Francisco Local Homeless Coordinating Board

It is the considered opinion of the Civil Rights Committee of the Continuum of Care that homeless people "must not be subject to rousting, citation, arrest and/or incarceration for engaging in life-sustaining conduct and/or acts they have to do in public because they are homeless, such as sleeping outdoors, lodging on public property, camping with a blanket or other cover to keep warm and dry or sitting on sidewalks so long as there is insufficient housing, shelter and other resources available to meet their needs.... People who are homeless must receive equal treatment under the law. Services and policies, including law enforcement measures, must not discriminate against homeless and disabled people as a consequence of their condition of being homeless or disabled."[1]

The San Francisco Local Homeless Coordinating Board finds that:

1) The San Francisco Local Homeless Coordinating Board does not find it acceptable that individuals or families are in a situation where they are forced to live in their cars. However, people who are forced to live in their vehicles should receive equal treatment under the law. Services and policies, including law enforcement measures, should not discriminate against those who reside in their vehicles as a consequence of their condition of being homeless or disabled.

2) The San Francisco Local Homeless Coordinating Board, as a matter of general policy recognizes that individuals who are vehicularly housed shall have the same inherent privacy rights as those who reside in fixed structures and be free from harassment or discrimination arising from their vehicularly housed condition.

3) People who reside in their vehicles face circumstances of living, sleeping and the provision of basic necessities and services differing from those of homeless individuals and families generally. These differences necessitate a specific policy statement of the San Francisco Local Homeless Coordinating Board.

4) Current policies and procedures of agencies of the City and County of San Francisco, including the Department of Parking and Traffic and the San Francisco Police Department may inadvertently result in disparate enforcement and regulatory action against people who reside in their vehicles. Existing policies and procedures regarding the towing of vehicles may not provide sufficient due process protection for all citizens, and have exceptional impact upon those who reside in their vehicles.

5) The towing of a vehicle for a person who resides in their vehicle is similar to an act of eviction in its financial and emotional impact. This results in emotional and physical injury to the owner/resident deprived of the use of their property and the materials of survival. Loss of residence generally is counter to the public interest as it increases the risk to life, reduces the chances of increasing stability, and necessitates the provision of emergency services instead of prevention efforts for those who reside in their vehicles.

6) The Local Homeless Coordinating Board strongly recommends to the Mayor and Board of Supervisors that the rights and issues of people who reside in their vehicles must be recognized and addressed.

[1] Draft Continuum of Care: A Five Year Strategic Plan For Homeless Services 2001-2006, City and County of San Francisco, August 13, 2001, p.125.

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

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POLICY COMMITTEE MEETING AGENDA
Thursday, October 18, 2001
10:00 AM – 12:00 PM
Department of Public Health, 101 Grove Street, Room 302

I. For discussion and possible action: Discuss and plan for McKinney workshops in the Mission & Bayview.

II. For discussion: Discuss development of workplan for adoption of the Local Homeless Coordinating Board's definition of homelessness by the Board of Supervisors. (Document available at meeting.)

III. For discussion: Discuss development of workplan for adoption of Local Homeless Coordinating Board's resolution regarding people who live in their vehicles. (Document available at meeting.)

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Local Homeless Coordinating Board

October 18, 2001

SF Local Homeless Coordinating Board - Policy Committee

Policy Committee Meeting Minutes
Thursday October 18, 2001
10:00AM-12:00PM
Department of Public Health, 101 Grove Street, Room 302

I. Call To Order and Roll Call: The meeting was called to order at 10:17AM
Members present: Gene Coleman, Sam Cobbs, Gail Gilman, Roma Guy,
Pat Harrison and Maggie Donahue
Non-Members present: Yulitza Peraza (DHS), Joyce Rich, Jessica Flintoft (Homebase), Karen Gruneisen (Homebase), and Tony Gardner (Homebase)

II. For Discussion and Possible Action: Discuss and plan for McKinney workshops in the Mission and the Bayview.
There was a discussion about the workshop in the Bayview. After much discussion the following motion was unanimously agreed upon:
A. The workshop will take place on 11/13 or 11/15 depending on the availability of the South East Community Center.
B. The workshop will be from 6:30-8:30PM
C. The meeting will be facilitated by Pat Harrison and Ellouise Patton.
D. Agenda is as follows:
1. Introductions
2. History of the Local Board-Co-Chairs
3. Overview of McKinney-DHS
4. Roles in McKinney-DPH, MOH, HUD
5. The good and the bad of McKinney funding from the view of a social services provider-Ellouise Patton, YCD.
Each speaker will have 2-3 minutes followed by Q&A
We will have on hand copies of the Continuum of Care plan, LHCB contact sheet and a list of agencies who receive McKinney funding in the Bayview.

III. For Discussion: Discuss development of work plan for adoption of the Local Homeless Coordinating Board's definition of Homelessness by the Board of Supervisors.
This item was tabled
IV. For Discussion: Discuss development of work plan for adoption of the Local Homeless Coordinating Board's resolution regarding people who live in their vehicles.
This item was tabled
V. Public Comment; Homebase gave an overview of the evaluation tool for the McKinney evaluation. There will be a special meeting of the Policy Committee on November 1 at 10:00AM, to review the tool and vote on the matter

Minutes were taken by Sam Cobbs and transcribed by Gail Gilman.

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

POLICY COMMITTEE MEETING AGENDA

*****Special Meeting*****
Thursday, November 1, 2001
11:00 AM – 12:00 PM
Department of Public Health, 101 Grove Street, Room 220

I. For discussion and possible action: Review of 2002 San Francisco McKinney Renewals Evaluation Assessments Tool

Public comment available at start of meeting and before every vote.

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Local Homeless Coordinating Board

November 01, 2001 (Special)

SF Local Homeless Coordinating Board - Policy Committee

POLICY COMMITTEE MEETING MINUTES
Special Meeting
Thursday, November 1, 2001
11:00 AM - 12:00 PM
Department of Public Health, 101 Grove Street, Room 220

I. Call to order 11:05

Members Present: Gail Gilman, Gene Coleman, George Smith, Jennifer Friedenbach, Anne Kronenberg, Roma Guy
Non-Members Present: Darryl Smaw (LB Liaison), Yulitza Peraza (DHS), Karen Grureise (Homebase),

II. For discussion and possible action: Review of 2002 San Francisco McKinney Renewals Evaluation Assessments Tool - Motioned Passed to Recommend to Local Board
Karen Grureise (Homebase): Outlined Homebase's plan of assessing McKinney applicants and the evaluation tools
1. Co-facilitator to use in process - selection process
2. Sight Inspections
3. Staff Interviews (anonymous)
4. Tools for the McKinney Process
a. Request for Information from programs
b. Focus Group Questions

III.. Public Comment - None

IV. Adjournment: 11:52 AM

Minutes taken by Darryl Smaw, Local Homeless Board Coordinator

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

POLICY COMMITTEE MEETING AGENDA
Thursday, November 15, 2001
10:00 AM – 12:00 PM
Department of Public Health, 101 Grove Street, Room 220

I. For discussion and possible action: Consideration of 2002 San Francisco McKinney Renewals Evaluation Assessments Tool for Focus Groups
(Non-Conflicted Participants Only)

II. For discussion and possible action: Bayview/Hunters Point/Visitation Valley McKinney Workshop

III. For discussion and possible action: How to proceed with the Board of Supervisors regarding the Definition of Homelessness

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Local Homeless Coordinating Board

November 15, 2001

SF Local Homeless Coordinating Board - Policy Committee

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

POLICY COMMITTEE MEETING MINUTES
Thursday, November 15, 2001
10:00 AM - 12:00 PM
Department of Public Health, 101 Grove Street, Room 220

I. Call to order 10:16 AM
Members Attendence: Gail Gilman, Jenny Friedenbach, Cynthia Caporizzo, Anne Kronenberg, Maggie Donahue, Bob Nelson, Gene Coleman, Roma Guy
Non-Members: Darryl Smaw (Liaison), Bill Bowen (Civil Grand Jury), Yulitza Peraza (DHS), Karen Grureise (Homebase)

II. Public Comment - None

III. For discussion and possible action: Consideration of 2002 San Francisco McKinney Renewals Evaluation Assessments Tool for Focus Groups (Non-Conflicted Participants Only)
Motion by Gail Gilman: Accept the McKinney Renewals Evaluation Assessment Tool for Focus Groups with changes to question #6.
Passed unanimously

IV. For discussion and possible action: How to proceed with the Board of Supervisors regarding the Definition of Homelessness (Taken out of order)
Motion by Jennifer Friedenbach: Send a resolution to Supervisor Ammianno and ask him to send it to committee
Passed unanimously
*Anne Kronenberg will follow the process through the BOS

V. For discussion and possible action: Bayview/Hunters Point/Visitation Valley McKinney Workshop
- Proposed new date will be within the week starting Jan 7, 2002 (Gail will discuss w/ Ellouise Patton)
- Anne Kronenberg will provide $125 from the Public Health Foundation Fund to sponsor event

VI. Adjourned 11:00 AM

Notes taken by Darryl Smaw, Local Board liaison.

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Local Homeless Coordinating Board

December 20, 2001

SF Local Homeless Coordinating Board - Policy Committee

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

POLICY COMMITTEE MEETING AGENDA
Thursday, December 20, 2001
10:00 AM - 12:00 PM
Department of Public Health, 101 Grove Street, Room 302

I. Call To Order
II. For discussion and possible action: Gavin Newsom's Homeless Plan introduced to the BOS
III. For discussion and possible action: Local Homeless Board Vehicular Housed Policy - Next Steps
IV. For Discussion and possible action: Why LHCB exists? Response to Bob Nelson's Letter.
V. Update: Definition of Homelessness
VI. Public Comment
VII. Adjournment

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Local Homeless Coordinating Board

December 20, 2001

SF Local Homeless Coordinating Board - Policy Committee

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

POLICY COMMITTEE MEETING MINUTES
Thursday, December 20, 2001
10:00 AM - 12:00 PM
Department of Public Health, 101 Grove Street, Room 302

I. Call To Order: 10:20 AM
Members Present: Gail Gilman, Pat Harrison, Jennifer Friedenbach, Anne Kronenberg, Gene Coleman, Roma Guy, George Smith, Yulitza Peraza (for Maggie Donahue)
Non-Members: Darryl Smaw (Local Board Liaison)
II. Update: Definition of Homelessness passed the BOS
- George Smith will follow-up on the Mayor signing the resolution
III. For discussion and possible action: Gavin Newsom's Homeless Plan introduced to the BOS
5 Areas of Duplication:
1. Creation of a citizen advisory board on Homelessness (LHCB)
2. Five year plan (CoC)
3. Policy Advisory (Emergency Room Taskforce
4. Centralized Intake- Universal Governing Authority (most have databases)
5. Dept of Homelessness (MOOH)
- Letter was introduced by Jennifer Friedenbach stating that DHS and the Mayor's Office on Homelessness was opposed to creating a Department on Homelessness.
- Letter was signed in proxy on behalf of George Smith and he is drafting a response to the letter

IV. For Discussion and possible action: Why LHCB exists? Response to Bob Nelson's Letter. (TABLED)
V. For discussion and possible action: Local Homeless Board Vehicular Housed Policy - Next Steps:
- Research laws on Vehicular Housed
- Will be put on agenda of next meeting
VI. Public Comment (NONE)
VII. Adjournment: 11:30 AM

Notes taken by Darryl Smaw, Local Board Liaison

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

POLICY COMMITTEE MEETING AGENDA
Thursday, January 17, 2002
10:00 AM – 12:00 PM
Department of Public Health, 101 Grove Street, Room 220

I. Call To Order

II. Question and Answer Session: Supervisor Gavin Newsom

III. ***Update:*** Vehicular Housed Issues

IV. Public Comment

V. Adjournment

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POLICY COMMITTEE MEETING MINUTES

Thursday, January 17, 2002
10:00 AM – 12:00 PM
Department of Public Health, 101 Grove Street, Room 220

I. Call To Order: 10:15 A.M.

Members Present: Bob Nelson, Barry Hermanson, Daniel Julius, John Wilson, Maggie Donahue, Jennifer Friedenbach, Roma Guy, Gail Gilman, Gene Coleman, Anne K. Carrie Wanzer, Pat Harrison, Joyce Miller, George Smith, Janine Grantham

Non-members Present: Supervisor Gavin Newsom, Darryl Smaw (Local Board Liaison), Cathy Garza, Quintin Mecke, Seth Katzman, Malik Looper, Marlon Mendieta, Tom Hagan, Yulitza Peraza, Jonathan Lemon, Michele Olson, Dan McGrue, Sam Tuttleman, Dariush Kayhan, Laura Gerard, Carolyn Plybon, Debbie Raucher, Jeffrey Sherman, Rev. Amos Brown

II. Question and Answer Session: Supervisor Gavin Newsom gave opening remarks:

The following is summarized version of some of the Question and answers during the committee meeting: All answers are summary of Sup. Newsom's

Barry H - **Question:** Where do we get extra money in year of budget crisis?
Answer: re-focus current money (looking at G.A.)
- re-work policy

John W.- **Question:** Is money going to just be re- allocated from dept. to dept.
Answer: Will visit 3 cities and note how they efficiently created a new dept.
Question: new hires or just re-allocation of current employees
Answer: All current employees will be protected

Gene C.- **Question:** What's the process of creating new depts.?
How do we fundamentally address the issue of poverty?
Bottom line of increased services?
Answer:: I'm looking @ both

Roma G.- **Question:** How do we work together and not have political spin toward homeless and impoverished
Answer: My five year plan focuses on CoC, but I'm critical of its inability to enhance increase of services

Jenny F.- **Question:** Have you costed out the dept. centralized intake or any of the other 26 pts.?
Answer: No, that's why visiting other cities before hearing
Question: Why now?
Question: Have you been doing any polling:
Answer: Do you have recommendations as to where I should look. I think supportive housing

Bob N.- **Question:** How will you fold on in affirmation housing of CoC in Public Way?
Answer: Generally support, Will affirm by my points. In my plan that are in line with CoC

Maggie D.- **Question:** Will you and fellow BOS members streamline inquiries to the depts..?

Question: 2. Do you have confidence your ideas will go thru board, or will it become initiatives?

Answer: Will go to colleagues first

Pat H.- Request: 1. Do research 1st

2. Come back to committee to discuss gaps in CoC?

George S.- **Question:** What are your ideas on including under served communities? Afro-American specifically, and bringing them into the process decision-making?

Answer: Open minded to any suggestions CoC very insufficient to that point.

Anne K.- **Question:** Are you open to hearing suggestions and will it be open legislation as we go forward?

Answer: Not convinced new dept. is in best interest, and that's why visiting other cities. We'll share info provided w/ other BOS members

Gail G. **Question:** How does your coercion model of work with current harm reduction model of depts. Today?

Answer: Courts appropriate judiciaries after many other attempts fail

Roma G.- **Question:** Have you assigned staff person, or are you only person in office that deals w/ the issue of homelessness.

Answer: I'm handling this personally

Question: Can we have a structured way concerning our community process?

2. Will you speak up if Government eliminates key services?
3. Where do you land in the CoC concerning choice and choicelessness?
4. What rights do poor and homeless have(civil Rights)?

Answer: Same as everyone else, (Time, manner, place restriction)

Harm reduction: is not laissez-faire but means helping people move in the right direction

Pat H.- **Question:** Will you talk to us about money used from budget analyst as well?

Gavin N.- **Question:** Do you think the $343 for GA is helping or hurting in homelessness

Carrie W: **Question:** What would be a strategy to increase wages? Labor market-us-training programs

Joyce **Question:** What about permanent housing as apposed to supportive housing?

Janine G: **Question:** Are your initiatives geared towards addressing poverty w/ homelessness?

Answer: I'm focused on system and how we serve W/ needs.

III. **Public Comment**

Rev. Amos Brown: Supports Newsom BAC (Baptist American Conf.)
-wants inclusion of afro-American in the process

Seth Katzman:- Encourages works w/ coalition to help people w/ in competent services from GA to SSI to ease burden in City

Morlan Diete: **Question:** Affordable housing Permanent housing

Answer: Supporting diff. Bonds; don't have solutions yet; Will not be neglected

Debbie Rush: w/o permanent housing, spinning wheels

Question: set aside coercion until we get people into housing

Answer: Until current capacity is filled in shelters, Master lease, drug treatment and etc.. will push

Lauren Hall: **Question:** How will your plan help facilitate in creation of housing projects?

Answer: Still researching and visiting other city models

Barry Hermanson:

Question: 1 How can LHCB help facilitate in the process?

Answer: Intend on having a working dialog in the future.

Bob Nelson: **Question:** How can we have next steps?

Answer: 1. Invitations to see real world

2. Email giving advice

Jennifer Friedenbach **Question:** Can we have pre-hearing meetings?

Answer: Yes, I'll inform Darryl ahead of time.

IV. ***Update:*** Vehicular Housed Issues: Tabled to next meeting

V. Adjournment **11:55a.m.**

Notes Taken By Darryl Smaw (Local Board Liaison)

- *Tapes are available at address below.*

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

POLICY COMMITTEE MEETING AGENDA
Thursday, February 21, 2002
10:00 AM – 12:00 PM
Department of Public Health, 101 Grove Street, Room 220

I. Call To Order
II. ***For discussion and possible action:*** What is the LHCB's role or position going to be on the Homeless Summit?
III. ***For discussion and possible action:*** Position on legislation affecting homeless issues introduced by the BOS since November 2001.
IV. ***For Discussion and possible action:*** Communication policy regarding the BOS.
V. ***For Discussion and possible action***: Nomination of new Co-Chairperson
VI. **Public Comment**
VII. Adjournment

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